IS-3 POLICY MANAGEMENT POLICY

**3.1 Policy Management Policy**

<COMPANY NAME> implements policies and procedures to maintain compliance and integrity of data. The Security Officer and Privacy Officer are responsible for maintaining policies and procedures and assuring all <COMPANY NAME> workforce members, business associates, customers, and partners are adherent to all applicable policies. Previous versions of policies are retained to assure ease of finding policies at specific historic dates in time.

**3.2 Maintenance of Policies**

All policies are stored and updated to maintain <COMPANY NAME> compliance with HIPAA, HITRUST, NIST, and other relevant standards. Updates and version control are done similarly to source code control.

1. Policy update requests can be made by any workforce member at any time. Furthermore, all policies are reviewed annually by both the Security and Privacy Officer to assure they are accurate and up-to-date.
2. All policies are made accessible to all <COMPANY NAME> workforce members. The current master policies are published at https://policy.<COMPANY NAME>.com

*The Security Officer also communicates policy changes to all employees via email. These emails include a high-level description of the policy change using terminology appropriate for the target audience.*

1. All policies, and associated documentation, are retained for 6 years from the date of its creation or the date when it last was in effect, whichever is later
2. The policies and information security policies are reviewed and audited annually, or after significant changes occur to <COMPANY NAME>'s organizational environment. Issues that come up as part of this process are reviewed by <COMPANY NAME> management to assure all risks and potential gaps are mitigated and/or fully addressed.
3. <COMPANY NAME> utilizes the AICPA SOC2 and HITRUST CSF framework to track compliance on an annual basis. <COMPANY NAME> also tracks compliance with HIPAA.

Additional documentation related to maintenance of policies is outlined the Roles Policy #5.3-security-officer.

**Purpose**

The purpose of this procedure is to provide a policy and guideline maintaining the company’s Information Security Policies and Procedures.

**Scope**

This policy and defined process applies to all Information Security, HIPAA and other policies implemented to ensure compliance with applicable regulatory and organizational standards.

**Applicable Standards**

Applicable Standards from the HITRUST Common Security Framework

\* 12.c - Developing and Implementing Continuity Plans Including Information Security

Applicable Standards from the HIPAA Security Rule

\* 164.316(a) - Policies and Procedures

\* 164.316(b)(1)(i) - Documentation

# **Revision History**

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Description of changes** |
|  |  | **Initial creation** |
|  |  |  |
|  |  |  |