

Policy Scorecard – Acceptable Use Policy: Unsatisfactory Category

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Feature/ Attribute	Description
Approval Process	Policy approved by appropriate governance body and through a standard approval process. Policy re-evaluated due to occurrence of major changes (e.g. infrastructure changed, new vulnerabilities discovered or major security breach [ISO 17799] Undocumented, ad-hoc approval process in place by IT Group.
Availability	Published, easily accessible and available for all appropriate parties [ISO 17799] Difficult to find on website. Limited verbiage in handbook.
Awareness	Policy existence was and continues to be communicated to all appropriate parties. [ISO 17799] No evidence of awareness efforts to inform user community.
Compliance and Consequences.	Describes compliance activities, unacceptable behavior, permitted exceptions, monitoring, handling of violations and related consequences.
Consistency	Standard format used for all policies to support ease of understanding. Many different formats, styles and level of detail currently exist within the portfolio.
Executive Management Endorsement	Approved, signed off and appropriately stored by senior management. States management commitment and organization approach to information security. [ISO 17799] No evidence of senior management endorsement.
Identification of Roles and Responsibilities	Identifies key roles including policy or plan owner, and those who maintain the policy itself (by job title, dept. and contact information) Establishes duties, including maintenance and review, according to defined review procedures. [ISO 17799] Missing.
Maintenance and Review	Includes issue date, effective date, revision date, schedule for next update, and update and review process for document maintenance.
Policy Statement	Existence and defined appropriate behavior in a topic area. [ISO 17799]
Procedures and Guidelines	Current supporting procedures and guidelines exist and reference is made to where they can be found. Missing reference to any supporting procedures and guidelines.