# Policy template

Check this template against your local regulations and your own policies before you use it.

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|---|---|---|---|---|---|
| SOP no. | | Version | | Effective date | |
| Owner | | Approver | | Review date | |

## Purpose

Why does this policy exist? Say in one or two sentences what it protects or makes sure of, and which obligation it meets, for example: “To protect the personal information of our clients and staff, as privacy law requires.”

## Scope

Who and what does it apply to, such as all staff, contractors and volunteers, every site and system? Say what it doesn't cover.

## Definitions

Explain any term a reader might not know or might read differently.

## Roles and responsibilities

List each role and what it must do under this policy, for example: “Managers: make sure their team has completed the privacy training.”

## Policy statement

The rules themselves, in plain language. Use “must” for what's required and “should” for what's expected. Keep the how-to steps in a procedure.

## Related procedures and documents

Name the procedures, forms, registers and laws that go with this policy, so readers know where the how-to is.

## Breaches

What happens if the policy isn't followed, how to report a breach, and who to ask for help.

## Review cycle

How often the policy is reviewed, such as every year or two, and what else triggers a review, such as a change in the law or an incident.

## Revision history

| Version | Date | What changed | Approved by |
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