

## **Update Policies**

Last Modified on 03/05/2021 5:52 pm EST

Once a policy has been moved to the **Under Revision** or **Overdue** workflow state, the policy owner must then ensure that it has been properly documented and is up to date. Once the policy has been updated, it is then sent to the assigned policy reviewer for review. All policies that require action from the policy owner appear on the My Tasks page.

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Home	✓ My Tasks		
My Tasks	\$ SORT ∨ Q SEARCH	Policy Workflow State	0
P-1 Quarantine Assigned to me or	e Policy OVERDUE Feb 22nd, 2021	2	
P-3 Mask Polic Assigned to me or	V OVERDUE Feb 26th, 2021		3
P-6 Disaster R Assigned to me or	ecovery Policy UNDER REVISION Mar 4th, 2021	Under Revision • Ov	erdue
P-7 Privacy Pc Assigned to me or	licy UNDER REVISION Mar 5th, 2021		

Policies assigned to the Policy Owner on the My Tasks page.

## To update policies:

- Log into a user account that's been added to the **Policy Owner** user group to display the My Tasks page.
- Click a policy in the Under Revision or Overdue workflow state to open the Policy Overview form.

## Resolver.

Applications     Policy Colution: Under Revision     Privacy Policy     Provide updates to this policy in the "Policy Narrative" section below. If applicable, add commentary to your updates in the "Policy Owner Comments" field.     Policy Details     Policy Name   Privacy Policy   Description   The policies and procedures that all employees are legally obligated to follow in order to protect customers' personal information.     Business Unit Version   Corporate 1	RESOLVER	⊕ ( <b>Q</b>	000	0 2
Privacy Policy       P.7         Provide updates to this policy in the "Policy Narrative" section below. If applicable, add commentary to your updates in the "Policy Owner Comments" field.       PRINT / EXPORT         Policy Details       Privacy Policy         Privacy Policy	oplications ~			
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	Policy Details Policy Name Privacy Policy Description The policies and procedures that a Business Unit	all employees are legally obligated to follow in orc	ler to protect customers' personal	information.

The Policy Overview form.

- 3. Optional: In the Policy Details section:
  - a. Edit the name and description of the policy in the **Policy Name** and **Description** fields as required.
  - b. Enter the current version of this policy in the **Version** field.
- 4. In the **Policy Narrative** section:
  - a. **Optional**: Drag files to the **Supporting Attachments** section to add them to the policy. You can also click in the boxes below **Supporting Attachments** to browse for files on your machine, or to enter a URL link.
  - b. If you do not attach any supporting documentation to the policy, document the body of the policy in the **Policy Narrative** field.



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5. In the **Review Comments** section, enter any comments you have about the policy in the

Policy Owner Comments section.

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6. Click **Submit for Review** to submit this policy to its assigned policy review for review.