

Update Policies

Last Modified on 04/05/2023 5:14 pm EDT

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. All policies that require Policy Owner action appear on the My Tasks page.

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Home	✓ My	Tasks		
My Task	5	≑ SORT ∨ Q SEARCH	Policy Workflow State	θ
P-1	Quarantine Policy Assigned to me on Feb 22nd, 2021	OVERDUE	2	
P-3	Mask Policy Assigned to me on Feb 26th, 2021	OVERDUE	2	3
P-6	Disaster Recovery Poli Assigned to me on Mar 4th, 2021	CY UNDER REVISION	Under Revision Overdue	
P-7	Privacy Policy Assigned to me on Mar 5th, 2021	UNDER REVISION		

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

To update policies:

- 1. Log into a user account from 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.

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Policy Status Under Revision			
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 (T / EXPORT
Policy Details			
Policy Name			
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The Policy Overview form.

- 3. Optional: In the Policy Details section:
 - a. Complete 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 your local files, or to enter a URL link.
 - b. If you do not attach any supporting documentation, paste the policy's body text in the **Policy Narrative** field.

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	Drag files h	nere or click to select		
	Click to ad	d a web link to a file		
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The Policy Narrative section.

 In the Review Comments section, enter any comments about the policy in the Policy Owner Comments section.

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6. Click Submit for Review.