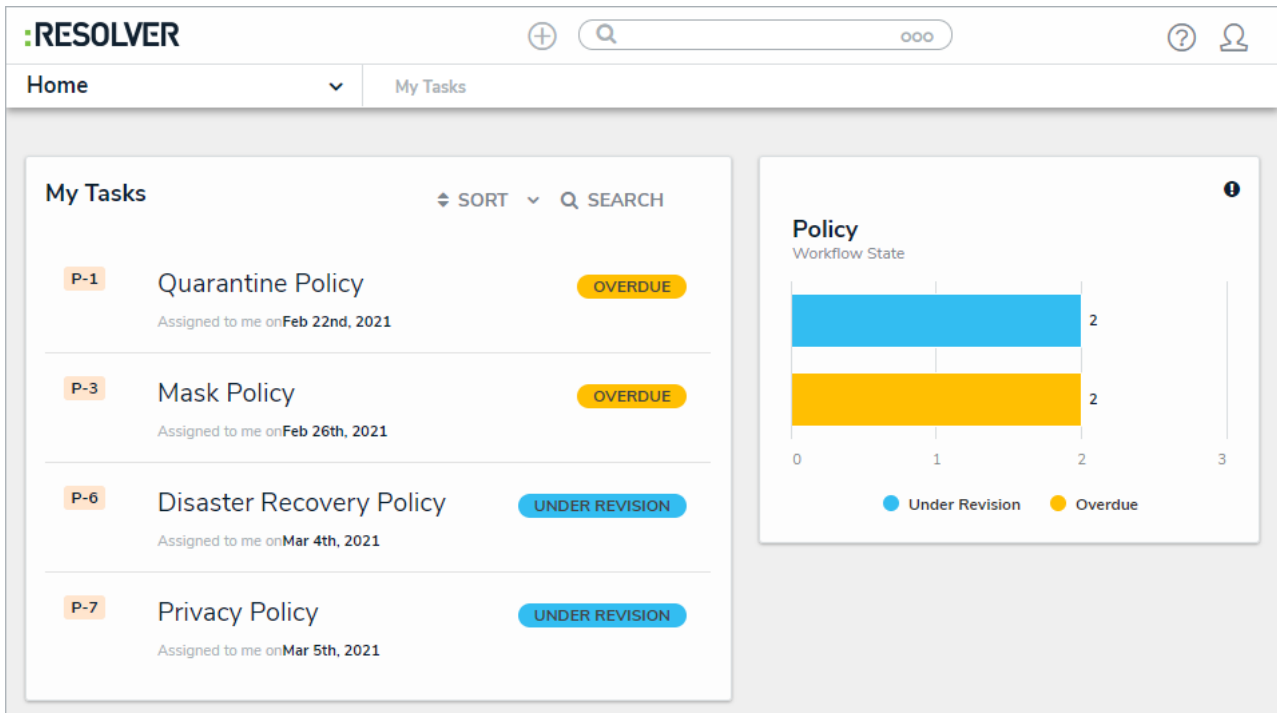


## Update Policies

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.



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

## To update policies:

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

RESOLVER

Applications

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 Comments" field.

PRINT / EXPORT

### 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**

Corporate

**Version**

1

*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.

## Policy Narrative

**Supporting Attachments**

[Privacy Policy 2020.docx](#) ✎ ✕

Drag files here or click to select...

or

Click to add a web link to a file...

**Policy Narrative**

Normal **B** *I* U ~~ABC~~

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The Policy Narrative section.

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

## Review Comments

**Policy Owner Comments**

Normal **B** *I* U ~~ABC~~

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**Policy Reviewer Comments**

The Review Comments section.

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

