# Encryption Key Management Policy Template

*Document Version:* _____

*Approval Date:* _____

*ReviewCycle:* Annual

## 1. Purpose

The purpose of this policy is to define the requirements for management, protection, and use of cryptographic keys used for encryption within the organization.

## 2. Scope

This policy applies to all personnel, systems, and environments where encryption is used to protect sensitive or confidential information.

## 3. Roles and Responsibilities

| Role | Responsibility |
|---|---|
| IT Security | Management and enforcement of the encryption key policy |
| System Owners | Compliance with key management requirements |
| Employees | Proper use and protection of encryption keys |

## 4. Key Management Requirements

1. All encryption keys must be generated, distributed, stored, and destroyed securely.
2. Keys must be protected against unauthorized access or disclosure.
3. Key usage and access must be limited to authorized personnel only.
4. Key creation and management must follow approved cryptographic standards.

## 5. Key Lifecycles

- Key Generation
- Key Distribution
- Key Storage
- Key Usage
- Key Archiving
- Key Destruction

## 6. Key Storage

Keys must be stored in secure environments, such as Hardware Security Modules (HSM) or other approved key vaults.

## 7. Key Distribution

Keys are to be distributed using secure channels to prevent interception or unauthorized access.

## 8. Key Rotation and Expiry

- Keys must be rotated at defined intervals or upon suspected compromise.
- Expired or replaced keys must be securely destroyed.

## 9. Incident Response

Any suspected compromise of encryption keys must be reported immediately, and the incident response procedure must be followed.

## 10. Compliance

All employees must comply with this policy. Non-compliance may result in disciplinary actions.

## 11. Review and Updates

This policy will be reviewed annually and updated as needed.

## 12. Document Control

| Version | Date | Description |
|---|---|---|
| 1.0 | _____ | Initial document |