



Policy

Data Quality Policy

Policy Statement

Data will be collected, stored and used in a manner that ensures it is relevant, timely, accurate, coherent, transparent and accessible.

Data will be assessed and managed in accordance with the ACT Health Data Quality Framework to ensure that it is of a quality that is fit for purpose.

Correction of data will be done in or as close as possible to the Primary Source System.

Purpose

The primary purpose of this policy is to ensure that high quality data are available to support clinical and business decisions within ACT Health.

The Health Directorate Corporate Plan 2012-2017 identifies strengthening decision support as a key strategy aiding the improvement of health services delivery. High quality data underpins decision support for both clinical and business decisions.

Scope

The policy applies to all ACT Health employees, contracted medical officers, contractors, and students on work placement who create, modify, store, use and interpret data.

Agencies and other directorates with responsibilities for ACT Health data are expected to collect, store and use it appropriately.

All data collected, used and reported by ACT Health including patient, clinical, administrative, financial and human resource data are within scope of this policy.

Aboriginal and Torres Strait Islander identification in key administrative data collections is essential to enable accurate assessment of health outcomes of, and service use by, Aboriginal and Torres Strait Islander people. Aboriginal and Torres Strait Islander data including identification is within scope of this policy.

Roles & Responsibilities

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DGD14-006	Dec 2013	Dec 2015	P&I	1 of 5

Template For A Policy Document

Nikit Swaraj



Template For A Policy Document:

The Complete Company Policies Ian Long, 2024-03-29 This book is about a much neglected but essential element of the success of any business company policy This is a comprehensive guide to determining what policies your company needs and how to draft and approve the relevant documents and implement them throughout the organization From anti bribery laws to data privacy and health and safety your business is faced with a range of legal and regulatory obligations that must be identified and documented properly These obligations must be addressed for internal and external stakeholders The task of identifying and documenting effective policies is an essential step in establishing good corporate governance and ultimately a culture of compliance These policies in turn provide a solid foundation for the reputation and commercial success of the organization and form an essential bridge between the company s strategy and the various procedures needed to carry it out With many useful templates and practical examples this book will help you to ensure the accuracy and completeness of your policy documents It covers all areas of your business including financial reporting anti money laundering anti fraud conflicts of interest data privacy and security remote working social media whistleblowing and more This book will be useful to company directors company secretaries and senior managers and their advisers including consultants auditors and solicitors It will be particularly relevant to any business that needs to create or review their policies in light of current regulations and standards

How to Establish a Document Control System for Compliance with ISO 9001:2015, ISO 13485:2016, and FDA Requirements Stephanie L. Skipper, 2015-10-14 This book explains the requirements for compliance with FDA regulations and ISO standards 9001 13485 for documented information controls and presents a methodology for compliance The document control system DCS or documented information control system DICS is the foundation of a quality management system It is the first quality system element that must be implemented because the establishment and control of documented processes and information in a quality controlled environment is dependent on the ability to proactively manage access to documents and the movement of documents through the document life cycle A well developed document control system benefits business by Improving knowledge retention and knowledge transfer within and across business units Improving access to knowledge based information Improving employee performance by providing standardized processes and communicating clear expectations Improving customer communication and satisfaction by providing documented information from which common understanding can be achieved Providing traceability of activities and documentation throughout the organization Improving organization of and access to documents and data Sample documents are included in the appendixes of this book to help clarify explanations and a full set of formatted procedures and document templates are available for download to get you off to an even faster start This book provides a process based approach that can be used for controlling all forms of documented information that are required to be managed under the quality management system

Integrative Document & Content Management Len Asprey, Michael Middleton, 2003-01-01

Portals present unique strategic challenges in the academic environment Their conceptualization and design requires the input of campus constituents who seldom interact and whose interests are often opposite The implementation of a portal requires a coordination of applications and databases controlled by different campus units at a level that may never before have been attempted at the institution Building a portal is as much about constructing intra campus bridges as it is about user interfaces and content Designing Portals Opportunities and Challenges discusses the current status of portals in higher education by providing insight into the role portals play in an institution s business and educational strategy by taking the reader through the processes of conceptualization design and implementation of the portals in different stages of development at major universities and by offering insight from three producers of portal software systems in use at institutions of higher learning and elsewhere

The Moorad Choudhry Anthology, + Website Moorad Choudhry, 2018-07-18 The definitive and timeless guide to the principles of banking and finance addressing and meeting the challenges of competition strategy regulation and the digital age Moorad Choudhry Anthology compiles the best of renowned author Professor Moorad Choudhry s incisive writings on financial markets and bank risk management together with new material that reflects the legislative changes in the post crisis world of finance and the impact of digitization and global competition Covering the developments and principles of banking from the 1950s to today this unique book outlines the author s recommended best practices in all aspects of bank strategy governance and risk management including asset liability management liquidity risk management capital planning Treasury risk and corporate framework and describes a vision of the future with respect to a sustainable bank business model You will gain the insight of a global authority on topics essential to retail corporate and investment wholesale banking including strategy risk appetite funding policies regulatory requirements valuation and much more The companion website is a goldmine for senior practitioners that provides templates that can be applied in virtually any bank including policy documents pricing models committee terms of reference teaching aids and learning tools including PowerPoint slides and spreadsheet models These facilitate a deeper understanding of the subject and the requirements of the senior executive making this book an ideal companion for practitioners graduate students and professional students alike The intense demand for knowledge and expertise in asset liability management liquidity and capital management has been driven by the regulatory challenges of Basel III the European Union s CRDIV the Volcker Rule Dodd Frank Act and a myriad of other new regulations This book meets that need by providing you with a complete background and modern insight on every aspect of bank risk management Re engage with timeless principles of finance that apply in every market and which are the drivers of principles of risk management Learn strategic asset liability management practices that suit today s economic environment Adopt new best practices for liquidity models and choosing the appropriate liquidity risk management framework Examine optimum capital and funding model recommendations for corporate retail and investment wholesale banks Dig deeper into derivatives risk management balance sheet capital management funding policy

and more Apply best practice corporate governance frameworks that ensure a perpetual and viable robust balance sheet Adopt strategy formulation principles that reflect the long term imperative of the banking business In the 21st century more than ever banks need to re learn traditional risk management principles and apply them every day Every bank in the world needs to be up to speed on these issues and Anthology from Professor Moorad Choudhry is the answer to this new global policy response

SharePoint Online Power User Playbook Panda Deviprasad,2020-09-03 Manage and administrate your SharePoint Online site with ease Key Features a Explore next generation sites libraries lists for better collaboration a Configure SharePoint features a Permission management a modern approach to secure and share a Design modify site with next generation webparts a Next generation approach to monitor and analyze reports Description This book is a one stop guide for everyone who wants to learn how to administer SharePoint online sites This book starts by covering the fundamentals of SharePoint and SharePoint Content and then shares an overview of the next generation SharePoint Site templates You will learn how to select the right template for your business You will get familiar with Site contents and all the upgraded features of lists and libraries Furthermore the book focuses on features such as Information Management Policy Permissions Content Approval Concept Document ID Service Managing metadata and Server Publishing You will also get familiar with section layouts and terminologies and will learn how to configure webparts in SharePoint online You will then come across the new features in the structural navigation cache and will understand the entire working of the hub site Towards the end you will organize and monitor site content and usage What will you learn a Configure features like Information Management Policy Document ID Content Organizer Managed Metadata and Server Publishing etc a Improved Permission Management for better quick navigation and sharing a Configure and Integrate external content types with site Designing configuring modern web parts and site a New approach of Monitoring and analyzing site s reports Who this book is for This book is a must read for everybody who uses SharePoint Online users responsible for managing or administrating sites users with roles like owner designer approver contributor Table of Contents 1 Introduction and Site Information 2 Library and List of Smart Management 3 Content Approval Concept 4 Configure Document ID Service 5 Document Sets Feature 6 Content Organizer Feature 7 Manage Permission 8 Managed Metadata Concept 9 SharePoint Server Publishing Infrastructure Feature 10 Application of Business Connectivity Services 11 Site Designing and Enhancement 12 Manage Site Usage About the Author Deviprasad Panda is currently working as a Lead SharePoint administrator having almost 9 year relevant experience in sharepoint He is having strong experience in sharepoint 2010 sharepoint 2013 sharepoint 2016 sharepoint 2019 on premises production farm sharepoint online hosting sharepoint in azure He completed certifications in e 70 573 Microsoft SharePoint Application Development e 70 667 Microsoft SharePoint Configuration e 70 668 Microsoft SharePoint 2010 Administration e 70 331 Core Solutions of Microsoft SharePoint Server 2013 e 70 332 Advanced Solutions of Microsoft SharePoint Server 2013 e 70 339 Managing Microsoft SharePoint Server 2016 e 70 533 Implementing

Microsoft Azure Infrastructure Solutionse He has huge production experience in multiple reputed companies in India He is the founder of e SharePointTechnicalSupport e a website to support sharepoint related queries to people He is a trainer YouTuber having channel e Deviprasad Pandae as well He is very passionate about the work that he steps into and his dedication to providing quality work as committed is highly appreciated Your LinkedIn Profile [www linkedin com in deviprasadpanda](http://www.linkedin.com/in/deviprasadpanda)

Information Security Policies, Procedures, and Standards Douglas J. Landoll,2017-03-27 Information Security Policies Procedures and Standards A Practitioner s Reference gives you a blueprint on how to develop effective information security policies and procedures It uses standards such as NIST 800 53 ISO 27001 and COBIT and regulations such as HIPAA and PCI DSS as the foundation for the content Highlighting key terminology policy development concepts and methods and suggested document structures it includes examples checklists sample policies and procedures guidelines and a synopsis of the applicable standards The author explains how and why procedures are developed and implemented rather than simply provide information and examples This is an important distinction because no two organizations are exactly alike therefore no two sets of policies and procedures are going to be exactly alike This approach provides the foundation and understanding you need to write effective policies procedures and standards clearly and concisely Developing policies and procedures may seem to be an overwhelming task However by relying on the material presented in this book adopting the policy development techniques and examining the examples the task will not seem so daunting You can use the discussion material to help sell the concepts which may be the most difficult aspect of the process Once you have completed a policy or two you will have the courage to take on even more tasks Additionally the skills you acquire will assist you in other areas of your professional and private life such as expressing an idea clearly and concisely or creating a project plan

Implementing Quality in Laboratory Policies and Processes Donnell R. Christian Jr.,Stephanie Drilling,2009-11-24 In order to gain accreditation every laboratory must have a superior quality assurance program The keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components Written by experts with global experience in setting up laboratories Implementing Quality in Labora

SharePoint 2016 User's Guide Tony Smith,2016-11-22 Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management collaboration and business process management needs Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as search workflow and social that make up these environments In the fifth edition of this bestselling book author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment He provides step by step instructions for using and managing these elements as well as recommendations for how to get the best out of them What You Will Learn Create and use common SharePoint resources like lists libraries sites pages and web parts Understand when and how workflows and information management policies can be

used to automate process Learn how to take advantage of records retention management and disposition Make the most of SharePoint search services Take advantage of social capabilities to create social solutions Who This Book Is For Whether you have not yet used SharePoint at all have used previous versions have just started using the basic features or have been using it for a long of time this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides

IBM FileNet P8 Platform and Architecture Wei-Dong Zhu,Nicholas Buchanan,Michael Oland,Thorsten Poggensee,Pablo E Romero,Chuck Snow,Margaret Worel,IBM Redbooks,2011-04-21 IBM FileNet Platform is a next generation unified enterprise foundation for the integrated IBM FileNet P8 products It combines the enterprise content management with comprehensive business process management and compliance capabilities IBM FileNet P8 addresses the most demanding compliance content and process management needs for your entire organization It is a key element in creating an agile adaptable enterprise content management ECM environment necessary to support a dynamic organization that must respond quickly to change In this IBM Redbooks publication we provide an overview of IBM FileNet P8 and describe the core component architecture We also introduce major expansion products that extend IBM FileNet P8 functionality in the areas of content ingestion content accessing through connectors and federation the application framework and discovery and compliance In this book we discuss the anatomy of an ECM infrastructure content event processing content life cycle and business processes This book gives IT architects IT specialists and IT Technical Sales a solid understanding of IBM FileNet P8 Platform its architecture its functions and extensibility and its unlimited capabilities **How to Achieve 27001**

Certification Sigurjon Thor Arnason,Keith D. Willett,2007-11-28 The security criteria of the International Standards Organization ISO provides an excellent foundation for identifying and addressing business risks through a disciplined security management process Using security standards ISO 17799 and ISO 27001 as a basis How to Achieve 27001 Certification An Example of Applied Compliance Management helps a AWS Cookbook John Culkin,Mike Zazon,2021-12-02 This practical guide provides over 100 self contained recipes to help you creatively solve issues you may encounter in your AWS cloud endeavors If you re comfortable with rudimentary scripting and general cloud concepts this cookbook will give you what you need to both address foundational tasks and create high level capabilities AWS Cookbook provides real world examples that incorporate best practices Each recipe includes code that you can safely execute in a sandbox AWS account to ensure that it works From there you can customize the code to help construct your application or fix your specific existing problem Recipes also include a discussion that explains the approach and provides context This cookbook takes you beyond theory providing the nuts and bolts you need to successfully build on AWS You ll find recipes for Organizing multiple accounts for enterprise deployments Locking down S3 buckets Analyzing IAM roles Autoscaling a containerized service Summarizing news articles Standing up a virtual call center Creating a chatbot that can pull answers from a knowledge repository Automating security group rule monitoring looking for rogue traffic flows And more **Building Serverless**

Architectures Cagatay Gurturk, 2017-07-19 Build scalable reliable and cost effective applications with a serverless architecture About This Book Design a real world serverless application from scratch Learn about AWS Lambda function and how to use Lambda functions to glue other AWS Services Use the Java programming language and well known design patterns Although Java is used for the examples in this book the concept is applicable across all languages Learn to migrate your JAX RS application to AWS Lambda and API Gateway Who This Book Is For This book is for developers and software architects who are interested in designing on the back end Since the book uses Java to teach concepts knowledge of Java is required What You Will Learn Learn to form microservices from bigger Softwares Orchestrate and scale microservices Design and set up the data flow between cloud services and custom business logic Get to grips with cloud provider s APIs limitations and known issues Migrate existing Java applications to a serverless architecture Acquire deployment strategies Build a highly available and scalable data persistence layer Unravel cost optimization techniques In Detail Over the past years all kind of companies from start ups to giant enterprises started their move to public cloud providers in order to save their costs and reduce the operation effort needed to keep their shops open Now it is even possible to craft a complex software system consisting of many independent micro functions that will run only when they are needed without needing to maintain individual servers The focus of this book is to design serverless architectures and weigh the advantages and disadvantages of this approach along with decision factors to consider You will learn how to design a serverless application get to know that key points of services that serverless applications are based on and known issues and solutions The book addresses key challenges such as how to slice out the core functionality of the software to be distributed in different cloud services and cloud functions It covers basic and advanced usage of these services testing and securing the serverless software automating deployment and more By the end of the book you will be equipped with knowledge of new tools and techniques to keep up with this evolution in the IT industry Style and approach The book takes a pragmatic approach showing you all the examples you need to build efficient serverless applications

Security Policies and Implementation Issues Robert Johnson, Chuck Easttom, 2020-10-23 PART OF THE NEW JONES BARTLETT LEARNING INFORMATION SYSTEMS SECURITY ASSURANCE SERIES Security Policies and Implementation Issues Third Edition offers a comprehensive end to end view of information security policies and frameworks from the raw organizational mechanics of building to the psychology of implementation Written by industry experts the new Third Edition presents an effective balance between technical knowledge and soft skills while introducing many different concepts of information security in clear simple terms such as governance regulator mandates business drivers legal considerations and much more With step by step examples and real world exercises this book is a must have resource for students security officers auditors and risk leaders looking to fully understand the process of implementing successful sets of security policies and frameworks Instructor Materials for Security Policies and Implementation Issues include PowerPoint Lecture Slides Instructor s Guide Sample Course Syllabus Quiz Exam

Questions Case Scenarios Handouts About the Series This book is part of the Information Systems Security and Assurance Series from Jones and Bartlett Learning Designed for courses and curriculums in IT Security Cybersecurity Information Assurance and Information Systems Security this series features a comprehensive consistent treatment of the most current thinking and trends in this critical subject area These titles deliver fundamental information security principles packed with real world applications and examples Authored by Certified Information Systems Security Professionals CISSPs they deliver comprehensive information on all aspects of information security Reviewed word for word by leading technical experts in the field these books are not just current but forward thinking putting you in the position to solve the cybersecurity challenges not just of today but of tomorrow as well

Web-powered Databases David Taniar, Johanna Wenny Rahayu, 2003-01-01 This text provides a snapshot of contemporary research and development activities in the area of Web and Internet databases It also provides case studies of successful Web database applications including an online pay claim a product catalogue and multiple choice assessment through the Web

Accelerating DevSecOps on AWS Nikit Swaraj, 2022-04-28 Build high performance CI CD pipelines that are powered by AWS and the most cutting edge tools and techniques Key Features Master the full AWS developer toolchain for building high performance resilient and powerful CI CD pipelines Get to grips with Chaos engineering DevSecOps and AIOps as applied to CI CD Employ the latest tools and techniques to build a CI CD pipeline for application and infrastructure Book Description Continuous integration and continuous delivery CI CD has never been simple but these days the landscape is more bewildering than ever its terrain riddled with blind alleys and pitfalls that seem almost designed to trap the less experienced developer If you re determined enough to keep your balance on the cutting edge this book will help you navigate the landscape with ease This book will guide you through the most modern ways of building CI CD pipelines with AWS taking you step by step from the basics right through to the most advanced topics in this domain The book starts by covering the basics of CI CD with AWS Once you re well versed with tools such as AWS CodeStar Proton CodeGuru App Mesh SecurityHub and CloudFormation you ll focus on chaos engineering the latest trend in testing the fault tolerance of your system Next you ll explore the advanced concepts of AIOps and DevSecOps two highly sought after skill sets for securing and optimizing your CI CD systems All along you ll cover the full range of AWS CI CD features gaining real world expertise By the end of this AWS book you ll have the confidence you need to create resilient secure and performant CI CD pipelines using the best techniques and technologies that AWS has to offer What you will learn Use AWS CodeStar to design and implement a full branching strategy Enforce Policy as Code using CloudFormation Guard and HashiCorp Sentinel Master app and infrastructure deployment at scale using AWS Proton and review app code using CodeGuru Deploy and manage production grade clusters using AWS EKS App Mesh and X Ray Harness AWS Fault Injection Simulator to test the resiliency of your app Wield the full arsenal of AWS Security Hub and Systems Manager for infrastructure security automation Enhance CI CD pipelines with the AI powered DevOps Guru service Who this book is for This book is for DevOps

engineers engineering managers cloud developers and cloud architects Basic experience with the software development life cycle DevOps and AWS is all you need to get started

Bureaucratic Occupation Julie Lahn,Elizabeth Strakosch,Patrick Sullivan,2024-12-31 This volume explores Aboriginal and Torres Strait Islander peoples interactions with public sector bureaucracies The authors featured here consider how bureaucracy relates to colonialism race and sovereignty in a post neoliberal world They also consider the diverse ways in which Aboriginal and Torres Strait Islander people working within and across these sectors negotiate and engage with bureaucratic structures Some contributors offer critiques of bureaucratic hierarchies and others provide insights into the complexity of bureaucratic culture drawing attention to the complex strategies of Indigenous people who aim to make bureaucracy work for themselves and their communities The volume overall provides a nuanced and substantive analysis of the relation of Aboriginal and Torres Strait Islander peoples to the contemporary administrative state and an innovative perspective from which to examine Indigenous settler relations For those concerned with Indigenous policymaking this volume puts forward a new approach that focuses on policy relationships rather than processes or outcomes

Financial Inclusion and Digital Transformation Regulatory Practices in Selected SADC Countries Howard Chitimira,Tapiwa Victor Warikandwa,2023-03-28 This book investigates the regulation and promotion of financial inclusion and provides a comparative analysis of the regulation promotion and enforcement of the relevant laws in the SADC in particular South Africa Namibia Botswana and Zimbabwe as well as the challenges of financial inclusion In turn it evaluates financial inclusion in the context of specific challenges faced by unbanked and underbanked customers who are easy targets for cyber criminals because they tend to have lower levels of digital literacy The book presents novel discussions that identify the challenges and flaws associated with the enforcement of financial inclusion laws and related measures intended to promote financial inclusion in the SADC region This is primarily done in order to reveal the current strengths and weaknesses of financial inclusion laws in relation to certain aspects of the companies securities and financial markets in the region For example there is no common financial inclusion instrument law that is effectively and uniformly applied throughout the SADC This has impeded the enforcement authorities efforts to effectively combat financial exclusion across the region The book is likely the most comprehensive study to date on the regulation and promotion of financial inclusion in the SADC region and fills a major gap in SADC and African legal jurisprudence As such it offers a valuable asset for policymakers attorneys bankers securities share holders and other market participants who deal with financial inclusion as well as undergraduate and graduate students interested in the topic

Cybersecurity and Human Capabilities Through Symbiotic Artificial Intelligence Hamid Jahankhani,Biju Issac,2025-06-14 This book presents the 16th ICGS3 24 conference which aims to understand the full impact of cyber security AI deepfake and quantum computing on humanity Over the last two decades technology relating to cyber space satellites drones UAVs cyber security artificial intelligence and generative AI has evolved rapidly Today criminals have identified rewards from online frauds therefore the risks and threats

of cyber attacks have increased too Detection of the threat is another strand to the strategy and will require dynamic risk management techniques strong and up to date information governance standards and frameworks with AI responsive approaches in order to successfully monitor and coordinate efforts between the parties Thus the ability to minimize the threats from cyber is an important requirement This will be a mission critical aspect of the strategy with development of the right cyber security skills knowledge and culture that are imperative for the implementation of the cyber strategies As a result the requirement for how AI Demand will influence business change and thus influence organizations and governments is becoming important In an era of unprecedented volatile political and economic environment across the world computer based systems face ever more increasing challenges disputes and responsibilities while the Internet has created a global platform for the exchange of ideas goods and services however it has also created boundless opportunities for cyber crime The ethical and legal implications of connecting the physical and digital worlds and presenting the reality of a truly interconnected society present the realization of the concept of smart societies Drawing on 15 years of successful events the 16th ICGS3 24 conference aims to provide attendees with an information packed agenda with representatives from across the industry and the globe This Annual International Conference is an established platform in which security safety and sustainability issues can be examined from several global perspectives through dialogue between academics students government representatives chief executives security professionals and research scientists from the UK and from around the globe

Microsoft SharePoint 2010 Plain & Simple Chris Beckett, Johnathan Lightfoot, 2010-10-22 Learn the simplest ways to get things done with Microsoft SharePoint 2010 Here s WHAT You ll Learn Manage and share team information in one location Use project task lists to organize people and processes Create libraries for documents media slides and more Work seamlessly with Microsoft Office Find content quickly with the Search Center Add SharePoint blogs wikis and personal sites Here s HOW You ll Learn It Jump in whenever you need answers Easy to follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS exercises help apply what you learn right away

Computer Security - ESORICS 2003 Einar Snekkenes, Dieter Gollmann, 2003-11-18 ESORICS the European Symposium On Research In Computer Security is the leading research oriented conference on the theory and practice of computer security in Europe The aim of ESORICS is to further the progress of research in computer security by establishing a European forum for bringing together searchers in this area by promoting the exchange of ideas with system developers and by encouraging links with researchers in related areas ESORICS is coordinated by an independent steering committee In the past it took place every two years at various locations throughout Europe Starting this year it will take place annually ESORICS 2003 was organized by Gj vik University College and took place in Gj vik Norway October 13 15 2003 The program committee received 114 submissions originating from 26 countries on all continents Half the papers originated in Europe 57 The most dominant countries were UK 16 USA 14 Germany 6 South Korea 6 Sweden 6 Italy 5 France 4 and Poland 4 Each

submission was reviewed by at least three program committee members or other experts The program committee chair and co chair were not allowed to submit papers The nal sel tion of papers was made at a program committee meeting followed by a week of e mail discussions Out of the 114 papers received only 19 got accepted 17% In comparison ESORICS 2000and 2002received 75and 83papersand accepted 19% and 16% respectively The program re ected the full range of security research including access control cryptographic protocols privacy enhancing technologies security m els authentication and intrusion detection

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Template For A Policy Document Introduction

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