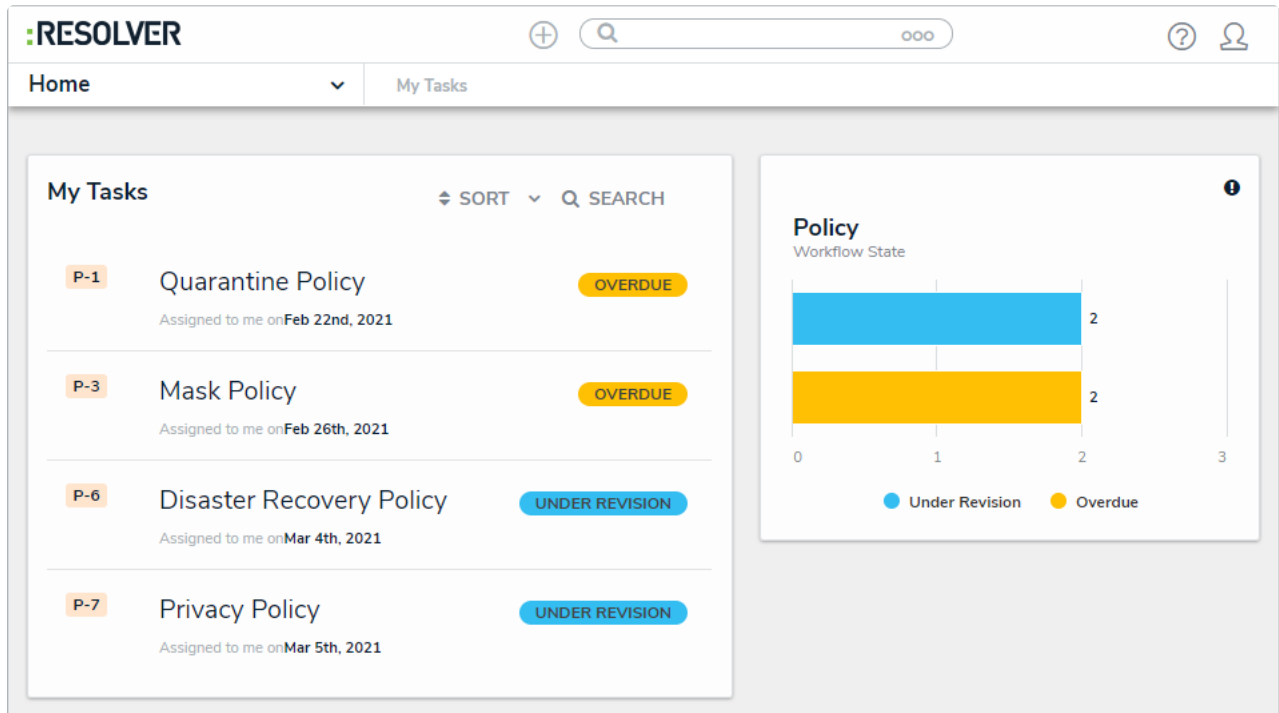


Update Policies

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.



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.
2. Click a policy in the **Under Revision** or **Overdue** workflow state to open the **Policy Overview** form.

The screenshot shows the Resolver web application interface. At the top, the Resolver logo and 'A KROLL BUSINESS' tagline are on the left. The navigation bar includes a search icon, a dropdown menu set to 'Applications', and user profile icons. The main content area is titled 'Privacy Policy' and indicates the 'Policy Status' is 'Under Revision'. A 'P-7' label is in the top right. Below the title, a text box for updates is followed by a 'PRINT / EXPORT' button. The 'Policy Details' section contains three fields: 'Policy Name' (filled with 'Privacy Policy'), 'Description' (filled with 'The policies and procedures that all employees are legally obligated to follow in order to protect customers' personal information.'), and 'Business Unit' (filled with 'Corporate'). The 'Version' field is filled with '1'.

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.

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 S Ix

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur

Your content is saved

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The Policy Narrative section.

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

Review Comments

Policy Owner Comments

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Policy Reviewer Comments

The Review Comments section.

6. Click **Submit for Review**.