ISO 27001 Toolkit – Information Security Management System

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8.	Internal Audit Report
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13.	Information Security Guidelines for Project Management
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5 Leadership

5.1 Leadership and Commitment

Organization Name's Top Management ensures that performance of ISMS implementation and provides a commitment to developing an effective system to exhibit its leadership and commitment.

- The information security policy and the objectives of the ISMS should be established and matched to the direction of the company;
- To check for resources accessibility for the ISMS;
- The ISMS audit should be made or conducted to achieve its future result by proper evaluation and maintenance;
- An effectiveness of ISMS is attained by direction and support to persons;
- Encouraging continual improvement;
- To establish leadership responsibility, support other relevant management roles in their areas.

5.2 Policy

Top Management is committed to maintaining high-quality security standards in delivering prompt and cost-effective services or solutions to customers by continual improvement of business processes amongst all employees, and recognizing the integrity, confidentiality, and availability of information assets to relevant stakeholders including customers.

- It should be suitable to purpose and information security of the Organization Name;
- Offers a framework to review and set up objectives of the ISMS;
- Organization Name provides ISMS awareness training to all employees with proper work instruction to maintain and improve the effectiveness of the information security management system;
- Directs communications between external and internal;
- Directs to ensure capabilities needed for information security management.

5.3 Organizational Roles, Responsibilities and Authorities

Top Management provides evidence of its commitment to the establishment, implementation, operation, monitoring, review, maintenance, and improvement of the information security management system as defined in the roles and responsibilities.

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1 Introduction

This document outlines the procedures the Organization Name internal audit team will follow to audit the Information Security Management System (ISMS).

The internal audit team will conduct routine audits in addition to an external audit programme carried out by the Registered Certification Body (RCB) to validate compliance with ISO/IEC 27001 requirements as well as statutory and regulatory obligations within Organization Name.

The objectives of this audit procedure are as follows:

- Ensure that information security processes are implemented in accordance with documented processes and procedures as outlined in the ISMS;
- Identify areas of conformity or non-conformity with the ISO/IEC 27001 standard.
- Provide internal assurance to Organization Name that information security is successfully handled and business risks are minimized.

2 ISMS Audit Procedure

This procedure specifies how an internal audit programmed will be implemented in order to meet the requirements of the ISO/IEC 27001 standard and to guarantee that information security activities are carried out in compliance with documented procedures and processes as described in the ISMS.

2.1 Resources

The audit programmed will be carried out by the internal audit team of Organization Name, with input from the information security function as well as business management and personnel. The internal audit team's resourcing is reviewed on a regular basis as part of management reviews and is kept at a suitable level to meet its responsibilities.

2.2 Criteria

The criteria for the audit programmed will be based on the international standard for information security ISO/IEC 27001 (and its subsequent revisions), with additional input from related standards such as ISO/IEC 27002 (information security code of practice), ISO 22301 (business continuity), and ISO/IEC 20000 (IT service management) as necessary.

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1 Introduction

The purpose of this document is to provide customers, third parties, visitors, and other persons with clear instructions on how to request access and what is expected of them when visiting or working within the Organization Name data Center.

A secure data center is required to protect Organization Name's physical and information assets, as well as its clients, from a loss of confidentiality, integrity, or availability. However, such spaces are only safe if the people who use them follow the protocols that were created for them. This document gives guidelines on how to keep an area secure while not interfering with the essential business operations that take place within it.

This document is applicable to the following Organization Name policies and procedures:

- Physical Security Policy
- Working in Secure Areas Procedure

2 Data Centre Access Procedure

2.1 Data Centre Access Principles

This procedure specifies how an internal audit programmed will be implemented in order to meet the requirements of the ISO/IEC 27001 standard and to guarantee that information security activities are carried out in compliance with documented procedures and processes as described in the ISMS.

The following principles access to Organization Name data center's:

- All access should be for a specified, authorized purpose;
- All visitors entering secure areas must be monitored at all times by an employee of Organization Name.

2.2 Requesting Access to the Data Centre

To request access to an Organization Name data centre, please contact us at example@website.com or phone us at +1 xxx-xxx-xxxxx.

Normally, 24 hours' notice is necessary. Access is generally only available during business hours, which are 9.30 a.m. to 6:30 p.m. Monday to Friday, except bank holidays.

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1 Introduction

Controlling access to our information assets is a critical component of an information security defense in depth strategy. A comprehensive set of physical and logical controls is required for us to effectively protect the confidential, accurate, and reliable nature of classified information.

These specifications may be influenced by factors such as:

- The level of security assigned to information stored and processed by a specific system or service;
- Various laws and regulations may apply, e.g., the Data Protection Act, Sarbanes Oxley;
- Organizations and systems operate within a legal framework;
- Third-party contractual obligations;
- There are threats, vulnerabilities and risks involved;

2 Business Requirements of Access Control

It is necessary to develop the business requirements for access control as part of gathering requirements for new or significantly altered systems and services. They must then be incorporated into the design.

These are:

- **Défense in Depth:** Rather than relying on a single control, security must be based on the combined action of several controls.
- **Least Privilege:** It would be best to assume that access is not needed rather than assume that it is.
- **Need to Know:** It is only necessary to have access to the information needed to perform a role, and nothing more.
- **Need to Use:** Depending on their role, users will be able to access only the physical and logical resources that they require.

3 User Access Management

In order to ensure authorized user access and prevent unauthorized access, formal user access control procedures must be documented, implemented, and maintained. Ideally, they should cover the entire user access life cycle, from the initial registration of new users to the final de- registration of users who no longer require access.

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1 Purpose

A project's lifecycle includes the planning, implementation, and evaluation stages regarding all software configurable items. This document provides guidelines for Software Configuration Management activities to ensure the integrity of all software configurable items throughout the lifecycle.

2 Scope

This procedure includes the following activities:

- Finding and classifying software configurable items;
- Keeping track of the status of all configurable items and establishing control over them.

3 Responsibility

As part of the project execution and delivery process, the Software Head/Programmer is responsible for overall Configuration Management. It must be approved and audited any modification(s) made to the SCI (Software Configuration Item). It is their responsibility to ensure that this procedure is followed.

4 Tasks Descriptions

4.1 Configuration Identification

This procedure generally identifies configurable items in accordance with the information given in the items list below. Project managers are responsible for identifying and documenting any specific changes for any given project.

4.2 Configuration Control

Whenever changes are made, they are saved in the most recent folder, and the configuration is managed properly. If a customer requests proper version control after delivery, it is handled on a case-by-case basis by the director.

4.3 Change Request

- Problems – are fixes to CM controlled products (e.g., Discrepancy reports, corrective action reports)
- Enhancements – are improvements to CM controlled product

MANAGEMENT REVIEW MEETING AGENDA	
Meeting Title:	Meeting Date:
Department / Function:	Meeting Time:
Meeting Room Name:	Location:
Attendees	1.
	2.
	3.
	4.
	5.

PURPOSE:

To review the Information Security Management System to ensure its continuing suitability, adequacy and effectiveness

S. No	Discussion	By Whom	Time Allocated
1	Follow-up actions from previous management reviews		
2	Changes in external and internal issues that are relevant to the ISMS		
3	ISMS performance and effectiveness		
4	Adequacy of resources		
5	Review of risk and opportunity action plan		
6	Opportunities for continual improvement		

Prepared By:	Reviewed By:	Approved By:
ISMS Coordinator	Head of Information Security	Head of Information Security