1. **Scope**

Retirement Capital’s risk management framework applies to all risks in the business plan, as identified in clause 6.1 of the [Manual](../Manual/001%20Information%20Security%20Manual.docx).

1. **Responsibilities**

The Chief Information Security Officer (CISO (DIRECTOR)) is responsible for ensuring that Retirement Capital’s risk management framework meets the requirements of the Board of Directors and of The Data Protection Act 2018.

1. **Procedure**
2. An initial risk quantification will be conducted by each department owner under the supervision of the CISO (DIRECTOR).
3. A risk assessment will be produced by the CISO (DIRECTOR) using the Cloud tool MS Excel.
4. Department owners will consider the assessment and develop risk mitigating actions.
5. The risk mitigating actions and any impact thereafter will be assessed by the Board of Directors and either modified or agreed.
6. Risk mitigating actions will be implemented.
7. Risk assessments will be conducted semi-annually thereafter.

***Document Owner and Approval***

The *Information Security Manager* is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This procedure was approved by the Chief Information Security Officer (CISO (DIRECTOR)) on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

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| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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