1. **Scope**

Retirement Capital’s development environment, staff, process and infrastructure are covered by this policy.

1. **Responsibilities**

The Chief Information Security Officer (CISO (DIRECTOR)) is responsible for securing the development environment against threats.

The Project Manager is responsible for the security of any given development project.

The Information Security Manager is responsible for overseeing the general security of the development process.

1. **Procedure** [ISO27002 Clause 14.2.1]

All software developments undertaken by Retirement Capital will be conducted in a controlled and documented manor:

* No code shall be stored on individual PCs but must be appropriately stored on the company servers. (ISMS-C-DOC 14.2.1)
* Development code may not be implemented onto any live environment until signed-off as suitable by the CISO (DIRECTOR), following testing and evaluation. (ISMS-C-DOC 14.2.1)
* Access to the development environment must follow company procedures and no access granted, even under supervision, without the approval of the CISO (DIRECTOR). (ISMS-C-DOC 9.1.2)
* All code and documentation will be retained under the company’s retention policy. (ISMS-C-DOC 8.1.1b, ISMS-C-DOC-18.1.3a)

The above are subject to [ISMS-C DOC 14.2.1a](file:///C:\Users\Sarah\Documents\ISO%209001\ISO%2027001\Section6\RiskMngmt\Control-A14\ISMS-C_DOC_14.2.1A.docm) and are described in ISO27002 Clauses 14.2.5, 14.2.6, 14.2.8 and 14.2.9.

If external developers are to be used, they must be audited in accordance with ISMS-C DOC 15.1.1, 15.1.2 and 15.2.2, as required by ISO27002 Clause 14.2.7.

***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 12th June 2019 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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