## **Purpose**

The purpose of this document is to set out the activities required by the information security management system to determine the external and internal issues relevant to Retirement Capital’s purpose and that affect its ability to achieve the intended outcome(s) of the information security management system. This procedure feeds into the documented statement of the scope of the Information Security Management System (ISMS), [MSS REC 4.3](MSS_REC_4.3.docx).

1. **Scope**

This procedure provides the context of Retirement Capital for - and applies to - all information security management system planning in Retirement Capital, determining issues that may impact on the objectives set for the ISMS implementation.

1. **Responsibilities**
   1. The Director (CISO) is responsible for identifying the organisational context for information security management system risks, and for the development, testing and maintenance of information security management system plans.
   2. The Operations Director / Information Security Manager / Manager are responsible for ensuring that information security management system issues are considered in understanding organisational context.
2. **Procedure**
   1. Identify external issues that may help or hinder the ability to build an effective ISMS.
   2. Identify internal issues that may help or hinder the ability to build an effective information security management system.
   3. List Retirement Capital’s key products and services that will affect or be affected by the implementation of the information security management system.

* All internal information management, electronic or paper.
* Cloud services
* Cloud applications
* Consultancy and other professional services
  1. Identify interested parties that are relevant to the successful implementation of the information security management system.
  2. Identify any services and products of the interested parties (mentioned in 3.4) that are critical to the activities, functions, services and products identified in 3.3 (e.g. suppliers, partners, public authorities, utilities, etc.).

Include their activities, functions, services, products, suppliers and partners if known:

* Accountant
* IT Contractor
* Retirement Capital
* Marketing
* Software suppliers
* Consultants
  1. Identify the requirements of those third parties mentioned in 4.4 and products and services outlined in 3.5:
* Access to company information
* Access to customer information

1. **Determining the scope of the Management System**

Retirement Capital shall determine the external and internal issues outlined in 4.1 and 4.2 above, as well as the requirements mentioned in 4.4.

Based on the boundaries set out in this scope and the applicability of the information security management system, Retirement Capital shall establish, implement, maintain and continually improve the ISMS, and further processes needed, in accordance with ISO27001: 2013 (ISO27001: 2013 clauses 4.3 and 4.4).

The outputs from this procedure are subject to management review as part of the formal management review process described in [MSS DOC 9.3](../Section%209%20-%20performance%20evaluation/MSS_DOC_9.3.docx).

**Document Owner and Approval**

### The Director (CISO) 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.

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

This document is approved by the Board of Directors on the issue date shown 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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