1. **06Scope**

All software (operating systems, applications, program libraries and test systems) that are, or are intended to be, installed on organisational information processing systems, and used for the operation of the business, is within the scope of this procedure.

1. **Responsibilities**

The Director (CISO) is responsible for managing the register of software approved for use within Retirement Capital.

The Director (CISO) is responsible for installing software updates or new implementations.

The IT Department is responsible for managing the day-to-day functioning and access privileges for software installed on Retirement Capital’s network and information processing facilities.

1. **Procedure** [ISO27002 Clause 12.6.2]
2. Retirement Capital’s approved software is listed in the asset inventory ([ISMS-C REC 8.1.1a](../Control%20A8%20-%20asset%20management/ISMS-C_REC_8.1.1a.docx)) (see control section 8.1.1 of the [Manual](../Manual/001%20Information%20Security%20Manual.docx)) and each item of software has an identified owner (see control section 8.1.2 of the Manual), who is the trained administrator of that item of software. Only the owner may perform software updates, and then only with the prior authorisation of the Director (CISO) by email, after the completion of satisfactory testing.
3. The Director (CISO) maintains a configuration control schedule (ISMS REC 12.4.5) set out as per [ISMS-C DOC 8.3](../Control%20A8%20-%20asset%20management/ISMS-C_DOC_8.3.docx) for all software.
4. Software change management is carried out in line with [ISMS-C DOC 12.1.2](ISMS-C_DOC_12.1.2.docx).
5. Users are not permitted to install software.
6. Software updates on workstations, laptops and other devices are set to happen automatically and without user intervention.

***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.

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

This procedure was approved by the Director (CISO) on 214th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature:

Date: 14/11/2020

**Change History Record**

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