1. **Purpose**

The purpose of this document is to provide a record of the scope of the Information Security Management System (ISMS). Content within this document is derived from [MSS DOC 4.1](MSS_DOC_4.1.docx) and [MSS DOC 4.2](MSS_DOC_4.2.docx), and feeds into [MSS DOC 5.2](../Section%205%20-%20leadership/MSS_DOC_5%202.docx).  
  
This document is reviewed semi-annually as part of a management review.

1. **Responsibilities**

The Director (CISO) is responsible for defining the scope of the ISMS and QEMS and for ensuring that it takes into account all relevant internal and external issues, as described in MSS DOC 4.1, and the needs and requirements of interested parties, as described in MSS DOC 4.2.

1. **Scope of the information security management system**

The scope of the management systems incorporates the Information Security Management System (ISMS) and the Quality and Environmental Management System.

This covers:

* All Retirement Capital sites and homeworker locations, where relevant.
* All Retirement Capital functions

All aspects of Retirement Capital are covered by the ISMS and QEMS.

***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 Board of Directors on 14th 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 |
|  |  |  |  |
|  |  |  |  |