1. **Scope**

The requirement for contacting authorities and critical suppliers is set out in Control sections 16.1 and 17 of the [Manual](../Manual/001%20Information%20Security%20Manual.docx).

1. **Responsibilities**

Each body listed in Clauses 3 and 4 below has a nominated owner (see control section 8.1.2 of the Manual) who is responsible for managing the relationship with the body. This responsibility includes initiating and maintaining the relationship, and ensuring that the contact information in the schedule to which this work instruction relates (Schedule [ISMS-C REC 6.1.3](ISMS-C_REC_6.1.3.docx)) is current and complete.

1. Relationships with these authorities are owned by the Information Security Manager:

* Police
* ICO
* Fire department
* Anti-Phishing Working Group
* Business Software Alliance
* Federation against Software Theft

1. These relationships are owned by the business roles identified in the attached Schedule ISMS-C REC 6.1.3:

* Internet Service Provider(s)
* Telecommunications Provider(s)
* Water Authorities
* Power, Heating and Lighting suppliers
* Air-conditioning suppliers
* Landlord
* Etc.

The Information Security Manager and the Operations Director have version-controlled copies of this document with their personal copies of the business continuity plan.

***Document Owner and Approval***

The Information Security Manager is the owner of this document and is responsible for ensuring that this work instruction 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 work instruction 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: 15/11/2109

**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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