COMPANY document template instructions

This COMPANY document template represents a compliance-ready document with placeholders for company-specific text. Each document section represents a topic that you should consider and/or modify to match your company’s practices.

For each document section

* Consider if this section applies to you. If it does not, remove it and/or replace it with your organization’s corresponding practices.
* Replace any highlighted text in angled brackets < > with your own language
* Rewrite the document language such that it reflects the practices of your organization

Document completion checklist

1. Use Find to make sure that all text in angled brackets is replaced
2. Proofread your document for spelling and grammar mistakes
3. Confirm that the document’s content reflects your organization’s practices
4. Add any company-specific letterhead, branding, and formatting
5. Remove this instructions page
6. Export this document as PDF — File > Save As > Change “File Format” to PDF
7. Upload the PDF to COMPANY at https://app.COMPANY.com/policies

More questions?

A good rule-of-thumb is to keep your language high enough level such that it stays representative for at least a year. If you have more questions about how to use this template, please reach out to your Customer Success Manager or your auditor for additional guidance.

Document Name: Master List of Documents

Document Number: 00-ISMS

| Company Name: | <Company Name> |
| --- | --- |
| Policy Owner(s): | <Policy owner(s)> |
| Effective Date: | <Effective date> |

# Purpose

To identify, document, and maintain a list of the current policies and procedures relevant to <Company Name>’s ISMS, the document number, document name, and the current document version.

# Master List of ISMS Documents

## ISMS Management Policies

| **Document Number** | **Document Name** | **Version** |
| --- | --- | --- |
| 00-ISMS | Master List of Documents | 2 |
| 01-ISMS | Scope of the ISMS | 2 |
| 02-ISMS | Information Security Management System (“ISMS”) Policy | 2 |
| 03-ISMS | Roles, Responsibilities, and Authorities | 2 |
| 04-ISMS | Risk Assessment and Risk Treatment Process | 2 |
| 05-ISMS | Procedure for the Control of Documented Information | 2 |
| 06-ISMS | Information Security Communication Plan | 2 |
| 07-ISMS | Procedure for Internal Audits | 2 |
| 08-ISMS | Procedure for Management Review | 2 |
| 09-ISMS | Procedure for Corrective Action and Continual Improvement | 2 |
| 10-ISMS | Information Security Objectives Plan | 2 |
| 11-ISMS | Statement of Applicability (“SoA”) | 2 |
| 12-ISMS | Relevant Laws, Regulations, and Contractual Requirements | 2 |

## Information Security Policies

| **Document Name** | **Version** |
| --- | --- |
| Access Control Policy | 2 |
| Asset Management Policy | 2 |
| Business Continuity and Disaster Recovery Plan | 2 |
| Code of Conduct | 1 |
| Cryptography Policy | 2 |
| Data Management Policy | 2 |
| Human Resource Security Policy | 2 |
| Incident Response Plan | 2 |
| Information Security Policy | 2 |
| Information Security Roles and Responsibilities | 2 |
| Operations Security Policy | 2 |
| Physical Security Policy | 2 |
| Privacy Compliance Policy | 1 |
| Risk Management Policy | 2 |
| Secure Development Policy | 2 |
| Third-Party Management Policy | 2 |

# ISO 27001/27701 Coverage

ISO 27001 7.5.1; A.5.1.1

# Version History

| **Version** | **Date** | **Description** | **Author** | **Approved by** |
| --- | --- | --- | --- | --- |
| 1.0 | <Date of change> | Initial policy | <Author of changes> | <Approver of changes> |
| 2.0 | <Date of change> | Version 2.0 revision. Added Privacy Compliance Policy and updated versions. | <Author of changes> | <Approver of changes> |
|  |  |  |  |  |