

# Mind Mend Health - As-Built Document

## 1. System Overview

Client Name: MindMend Health Pty Ltd

Implementation Date: 12/05/25

Implementation Team: Olivia Mercer (GRC Lead), Taylor Brooks (Policy Owner), Amir Qureshi (Risk Manager), Jordan Lee (Security Lead), Priya Desai (Technical Lead)

## 2. Compliance Frameworks

- ISO 27001:2022 [Enabled]
- SOC 2 [Disabled]
- GDPR [Disabled]
- PCI DSS [Disabled]
- Custom Framework [Disabled]

## 3. Module Configuration Status

### 3.1 Core Modules

- Personnel:
  - Configured via Employment Hero.
  - Onboarding includes background checks and role-based access privileges.
  - Security training is delivered via KnowBe4 with automated assignments.
- Assets: Asset inventory tracked in:
  - Kandji
  - AWS tagging
  - Endpoints and cloud workloads are monitored via:
    - CrowdStrike
    - Datadog.
- Policies all published and tracked in the policy library. Versioning and quarterly reviews are configured:
  - Remote Work
  - Vendor Management
  - Data Retention
- Controls:
  - Mapped in Drata to ISO 27001.
  - Evidence collected via automated API key integrations (AWS, Okta, GitHub) and monthly manual uploads.

### 3.2 Integrations

- HR System: Employment Hero [Active]
- SSO: Okta [Active - SCIM sync in use]
- Cloud Services: AWS, Google Workspace [Active]
- Monitoring Tools: Datadog, CrowdStrike Falcon [Active]

## 4. Custom Configurations

### 4.1 Custom Controls

- Vendor Risk Assessments mapped to ISO 27001 A.15
- Automated evidence collection tied to AWS CloudTrail, S3 bucket access logs

#### 4.2 Custom Policies

- Vendor Management Policy
- Remote Work Policy
- Data Retention Policy
- All policies follow quarterly review cycles and version control

#### 4.3 Custom Workflows

- Automated vendor onboarding and assessment flow
- Risk register auto-linking flagged vendors
- Policy acknowledgement tracking

### 5. Access Management

- Super Admins: Jordan Lee (Security Lead)
- Admin Users: Priya Desai (Technical Lead), Olivia Mercer (GRC Lead)
- Regular Users: Managed via Okta Cross-Domain Identity Management (SCIM) groups
- Role Configurations: Align to department leads (Engineering, Clinical, Compliance)

### 6. Evidence Collection

- Automated: AWS, Kandji, Okta, CrowdStrike, Datadog integrations
- Manual: Uploaded by the Risk Manager monthly (Amir Qureshi)

### 7. Monitoring & Alerts

Alerts Configured for:

- IAM changes
- Critical file access events
- Suspicious login and geographic anomalies

### 8. Training & Documentation

- KnowBe4 active
- Policy library walkthrough conducted 09/05/25
- Teams notifications are enabled for control failures and review reminders

### 9. Outstanding Items

| Item                     | Status      | Next Steps           | Owner                       |
|--------------------------|-------------|----------------------|-----------------------------|
| Quarterly Internal Audit | Scheduled   | Assign Audit Tasks   | Olivia Mercer (GRC Lead)    |
| Final Vendor List Review | In Progress | Confirm Vendor Tiers | Amir Qureshi (Risk Manager) |

## **10. Maintenance Schedule**

- ISMS Review: Quarterly
- Policy Update Review: Quarterly
- Access Review: Monthly
- Data Sync and Control Check: Weekly

Version Control

Version: 1.0

Date: 08/05/25

Author: Jason King

Changes: Initial Draft