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| [Organization logo] |
| [Organization name] |

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| Code |  |
| Version |  |
| Created by |  |
| Approved by: |  |
| Confidentiality level |  |

**Table of contents**

1. Purpose

2. Locations

3. Organizational units

4. Processes and services

5. Networks and IT infrastructure

6. Exclusions from the scope

7. Validity and document management

**Purpose**

The purpose of this document is to define the scope of the Information Security Management System (ISMS) in [organization name].

**Locations**

The organization’s ISMS is applicable to the following locations : ………………………..

The following locations of the organization are excluded from the scope : ………………..

**Organizational Units**

The organization’s ISMS is applicable to the following organizational units : …………………..

**Processes and services**

The organization’s ISMS is applicable to the following processes and services: ………………...

**Networks and IT infrastructure**

The organization’s ISMS is applicable to the following networks and IT infrastructures

**Validity and Ownership**

This document is valid as of [date].

The owner of this document is [job title], who must check and, if necessary, update the document at least once a year.

[job title]

[name]

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[signature]