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**OPERATING PROCEDURES FOR INFORMATION AND COMMUNICATION TECHNOLOGY**

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# Purpose, scope and users

The purpose of this document is to ensure correct and secure functioning of information and communication technology.

This document is applied to the entire Information Security Management System (ISMS) scope, i.e. to all the information and communication technology, as well as to related documentation within the scope.

Users of this document are employees of [organizational unit for information and communication technology].

# Reference documents

* ISO/IEC 27001 standard, clauses A.8.3.2, A.11.2.7, A.12.1.1, A.12.1.2, A.12.3.1, A.12.4.1, A.12.4.3, A.13.1.1, A.13.1.2, A.13.2.1, A.13.2.2, A.14.2.4
* Information Security Policy
* [Business Continuity Strategy]
* [Policy on Use of Network Services]
* [Mobile Device and Teleworking Policy]
* [Information Classification Policy]
* [Inventory of Assets]
* [Supplier Security Policy]

# Operating Procedures for Information and Communication Technology

## Change management

Each change to operational or production systems must be made in the following way:

1. change may be proposed by [specify job functions]

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