(Organization logo and name and date of creation of the template)

**ISMS Scope**

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| Document ID |  |
| Version |  |
| Version created date |  |
| Creator |  |
| Approved By |  |
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**Modify History**

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# Usable party(s), Objective and the focus area

Objective

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

Focus area

This document can be applied to the whole documentations of ISMS system.

Usable parties

# The management of [organisation name] and project team members who are implementing the ISMS may use this paper.

# Reference documents

* ISO/IEC 27001 standards clause 4.3.
* Project plan document for ISO 27001.
* List of legislation and contractual requirement document.

# ISMS Scope’s Definition

The firm must define the parameters of its ISMS in order to determine which information is necessary to secure. The information must be protected without regard to whether such material is maintained, examined, or transferred within or outside the ISMS scope. The fact that certain data can be accessed outside of its intended context does not mean that security rules won't apply to them. This essentially means that the burden of upholding security protocols will be placed on the shoulders of the party in charge of the data.

## Products and services

**In Scope**

Following products and services are in scope

[list the services & products in here]

* [product / service]
* [product / service]
* [product / service]
* [product / service]

**Out of Scope**

Following products & services are in out of scope

[list products & services here]

* [product / service]
* [product / service]
* [product / service]

## Locations

**In Scope**

Following locations are in scope

[list the services & products in here, mention the floor or office]

* [Name of the building, office No., Street, Town, Postal code]
* [Name of the building, office No., Street, Town, Postal code]
* [Name of the building, office No., Street, Town, Postal code]

**Out of Scope**

Following locations and services are out of scope

[list the services & products in here, mention the third party locations, floor or office]

* [Name of the building, office No., Street, Town, Postal code]
* [Name of the building, office No., Street, Town, Postal code]
* [Name of the building, office No., Street, Town, Postal code]

## Departments and People

**In Scope**

Following employees and departments are in scope

[list the department & employees that are in scope here]

* [department / unit name]
* [department / unit name]
* [department / unit name]

**Out of Scope**

Following employees and departments are out of scope

[list the departments & employees that are out of scope]

* [department / unit name]
* [department / unit name]
* [department / unit name]

## Network & Technology

Give a summary of the technology scope, taking into account each element's name, functionality, location, and associated resources, as well as the ISMS's sphere of influence.

Establish a connection to the most recent, most current infrastructure and network diagrams to assure the accuracy of the document control, allowing users to examine at a minimum the version history and latest reviewable date. It's also helpful to define both inner and outer IP ranges.

# Maintaining control of records based on this document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the record | Storage Location | Responsible person for storage | Controls for record protection | Retention time |
|  |  |  |  |  |

# Validity and Document Management

The document is valid as of [date]

[job title] is the owner of this document who has the responsibility to check and if required update the record at least as per once a year.

When implementing the procedure, the following criteria must be considered

* The document must be implemented by the authorized party
* All the activities in ISMS have to be done according to the scope definition.

[job title]

[name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[signature]