[organization logo]

[organization name]

**ISMS SCOPE DOCUMENT**

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| Code: |  |
| Version: |  |
| Date of version: |  |
| Created by: |  |
| Approved by: |  |
| Confidentiality level: |  |

**Change history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Created by** | **Description of change** |
| YYYY-MM-DD | 0.1 | Dejan Kosutic | Basic document outline |
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# Purpose, scope and users

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

This document is applied to all documentation and activities within the ISMS.

Users of this document are members of [organization name] management, members of the project team implementing the ISMS, and .

# Reference documents

* ISO/IEC 27001 standard, clause 4.3
* [Project Plan document for ISO 27001 implementation]
* List of legal, regulatory, contractual and other requirements

# Definition of ISMS scope

The organization needs to define the boundaries of its ISMS in order to decide which information it wants to protect. Such information will need to be protected no matter whether it is additionally stored, processed or transferred in or out of the ISMS scope. The fact that some information is available outside of the scope doesn't mean the security measures won't apply to it – this only means that the responsibility for applying the security measures will be transferred to a third party who manages that information.

Taking into account the legal, regulatory, contractual and other requirements, the ISMS scope is defined as specified in the following items:

## Processes and services

[specify the services and/or business processes which are included in the scope]

## Organizational units

[specify the organizational units which are included in the scope, and how they are separated from the organizational units that are not included in the scope]

## Locations

[specify the locations which are included in the scope, and how they are separated from the locations that are not included in the scope]

## Networks and IT infrastructure

[specify the networks and related IT infrastructure that are included in the scope, and how they are separated from the networks not included in the scope]

## Exclusions from the scope

The following is not included in the scope: [specify individual organizational elements/resources which are to be specifically excluded from the scope].

# Validity and document management

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.

When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

* number of incidents arising from unclear definition of the ISMS scope
* number of corrective actions taken due to an inadequately defined ISMS scope
* time put in by employees implementing the ISMS to resolve dilemmas concerning the unclear scope

[job title]

[name]

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