Wipro’s

ISMS Documentation Control Policy

## Document Control

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| Function | Group Chief Information Security Office (GCISO) |
| Sub-function | - |
| Policy Owner | Lakshminarayanan RS, Group Head - Information Security Policy & Framework |
| Policy Effective Date | December 17, 2015 |

**Purpose**

This policy governs documentation of the Information Security Management System (ISMS).

**Audience**

Organization’s employees, retainers, and contractors in GCISO and BiTS teams.

**Scope**

This policy applies to the Organization’s ISMS documents.

**Policy Details**

**DC.1** ISMS documents shall be developed using the Organization’s approved templates.

**DC.2** ISMS documents shall be classified as defined in the Information Classification, Labelling, and Handling Procedure.

**DC.3** ISMS documents shall be periodically reviewed and approved by the designated personnel.

**DC.4** Revision history of ISMS documents shall be retained for audit trail.

**DC.5** Latest versions of approved ISMS documents shall be made available in an electronic repository.

**DC.6** ISMS documents shall be adequately protected to maintain confidentiality and integrity.

**DC.7** Changes to ISMS documents shall be controlled as defined in the ISMS Documentation Control Procedure.

**DC.8** ISMS documents shall be retained and disposed of as per the Data Retention Policy.

**DC.9** External-origin documents relevant to ISMS shall be identified and controlled.

**DC.10** A list of ISMS documents shall be maintained and updated by the Group Chief Information Security Officer (GCISO) Office.

**Definitions**

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| **Definition** | **Description** |
| Designated Personnel | A person identified and nominated by senior management to perform specific duties. |
| ISMS | A systematic approach for establishing, implementing, operating, monitoring, reviewing, maintaining, and improving an Organization’s information security to achieve business objectives. |
| ISMS Documentation | Set of policies, standards, procedures, and guidelines. |
| Documented Information of External Origin | Documents issued by customers, suppliers, legislators, regulators, and standardization bodies. |
| Organization | Wipro Limited, including subsidiaries, affiliates, and acquired entities, but excluding acquired entities governed by an independent set of security policies. |

**Acronyms**

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| **Acronym** | **Description** |
| BiTS | Business Integrated Technology Solutions |
| GCISO | Group Chief Information Security Officer |
| ISMS | Information Security Management System |

**References**

* Data Retention Policy
* Information Security Management System (ISMS) Standard
* Information Classification, Labelling and Handling Procedure
* ISMS Documentation Control Procedure

**Revision History**

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| --- | --- | --- | --- | --- | --- |
| **Version** | **Revision Date** | **Reason for Change** | **Drafted/ Reviewed By** | **Approved By** | **Date Approved** |
| 1.0 | 19th July 2023 | Reviewed and updated the policy as per the ISO 27001:2022 and best practices of NIST 800-53 Rev5. | Thirunavukkarasu A M | Lakshminarayanan RS | 15th January 2024 |
| 1.0 | 4th June 2024 | No Change | Thirunavukkarasu A M | Lakshminarayanan RS | 4th June 2024 |