# README Document About Foodie ISMS

The security and confidentiality of Foodie's information assets are paramount. In our commitment to maintaining a robust ISMS, we have developed a comprehensive set of policies, procedures, and plans. These documents outline the framework and practices that help protect our data and systems, ensuring the trust and security of Foodie stakeholders.

This README document is designed to assist employees, auditors, and stakeholders in easily navigating our ISMS documentation. It provides a directory of all ISMS documents and brief descriptions and links to access each document. Whether you're looking for our Information Security Policy, incident response guidelines, or access control procedures, you'll find the necessary information and resources here. In Foodie’s ISMS documentation, there are two Excel documents and thirteen Word documents in total.

If you have any questions or need further assistance related to our ISMS documents, please don't hesitate to contact us. Thank you for your dedication to information security and for using this README as your guide to our ISMS documentation.

# List of ISMS Document

**2 Excel, 12 Doc, 1 PDF documents.**

**1. Document Title:** Foodie ISMS Table Excel file (Excel)

**Description:** The Foodie ISMS Table Excel file contains an information assets list of the Foodie company. All the listing information assets have been well classified and labelled. Based on the information assets of Foodie, the threat risk analysis (TRA) and business impact analysis table have been collected in the Foodie ISMS table Excel file. The risk loss and impacts for each identified have been addressed and provided details. Furthermore, the WWMD and Consequence table have been generated for the information assets of Foodie. The table demonstrates different impact areas with levels of risk rating and its responses.

**Date of Last Update:** 22nd October 2023

**Document Owner:** Foodie

**2. Document Title:** Foodie The Statement of Applicability (Excel)

**Description: The** Foodie SoA (Statement of Applicability) Excel File is a crucial tool for Foodie in its journey to implement and maintain ISO/IEC 27001 compliance. The Excel file provides a structured format for tracking and monitoring the status of implementation efforts. It typically includes columns for documenting the status, responsible individuals or teams, target completion dates, and notes for recording progress and issues. The status has been summarized that 7% of ISMS requirements are nonexistent, 79% of initial, 7% of limited, 4% of defined, and 3% of requirements are not applicable.

**Date of Last Update:** 22nd October 2023

**Document Owner:** Foodie

**3. Document Title:** Company Information & Business Model

**Description:** Company Information & Business Model provides the general introduction to Foodie organisation in different sections including company background, business model, potential information security standards and frameworks, technical visions and objectives, and company compliance and regulations. In this document, not only the basic potential IT development and infrastructure of Foodie will be indicated, but also states information security standards & frameworks and regulations to which Foodie might apply. All relevant information would be implemented in Foodie’s ISMS.

**Date of Last Update:** 22nd October 2023

**Document Owner:** CEO

**4. Document Title:** Risk Assessment Document

**Description:** The purpose of this document is to outline Foodie's process for conducting Information Security Risk Assessments following ISO27001, and ISO 27005. The risk identification applied in this document is based on the information assets data from the Foodie ISMS Table Excel file, spreadsheet 1.

**Date of Last Update:** 22nd October 2023

**Document Owner:** CIO

**5. Document Title:** Risk Management Document

**Description:** The Foodie Information Security Risk Management Process Documentation outlined the risk management process of Foodie including risk management strategy, risk assessment, risk estimation, and risk treatment. The risk identification and estimation can refer to the document Foodie ISMS Table Excel file which indicates the WWMD and consequence table and BIA.

**Date of Last Update:** 22nd October 2023

**Document Owner:** CIO

**6. Document Title:** Foodie’s Business Continuity Plan

**Description:** Foodie recognizes the critical importance of maintaining uninterrupted service delivery, especially in the dynamic and customer-centric realm of food delivery and ordering. Our Business Continuity Plan (BCP) is a strategic blueprint designed to ensure the seamless continuity of essential operations during unforeseen disruptions or disasters. This BCP describes how the Foodie responds to events to ensure critical business functions continue without unacceptable delay or change. All the information asset details can refer to the TRA and BIA table in the Foodie ISMS Table Excel file including single total loss, time and resources, and political.

**Date of Last Update:** 22nd October 2023

**Document Owner:** Foodie

**7. Document Title:** Security Assessment Documentation

**Description:** The document of the Foodie information security assessment demonstrates the information classification policy that guides the classification, labelling, and handling of information assets in ISMS. All the details will be used in the Foodie ISMS Table Excel file, the information assets list table. Furthermore, the information security objectives & plan and security controls monitoring & measurement policy have been defined in this documentation.

**Date of Last Update:** 22nd October 2023

**Document Owner:** CTO

**8. Document Title:** Foodie ISMS Operational Map

**Description:** The document of the process map operation indicates an overview of the step-by-step instructions for carrying out the specific processes of Foodie’s ISMS. The Foodie’s ISMS Process Map Operation table demonstrates each ISMS process with a description and responsible person.

**Date of Last Update:** 22nd October 2023

**Document Owner:** COO

**9. Document Title:** ISO 27001 Implementation Plan for a Foodie

**Description:** The ISO 27001 implementation plan provides an overview of the practical deliverables related to the Information Security Management System (ISMS) in the context of ISO standards.

**Date of Last Update:** 22nd October 2023

**Document Owner:** CEO

**10. Document Title:** FoodieInformation Risk Treatment Plan

**Description:** The Foodie information risk treatment plan outlines the strategies and controls to manage and mitigate the identified information risks and threats in the TRA table of the Foodie ISMS Table Excel file. This document covers a comprehensive explanation of its purpose and execution. The list of risk scenarios has been identified in the TRA table. Its controls impact analysis is in the BIA table refers to the Foodie ISMS Table Excel document. All the data and information can be referred to Foodie ISMS Table Excel.

**Date of Last Update:** 22nd October 2023

**Document Owner:** Foodie

**11. Document Title:** Evidence of nonconformities identified and corrective actions arising

**Description:** The Evidence of nonconformities identified and corrective actions arising document contains the detailed records of nonconformities and the actions. This document provides a comprehensive description of how Foodie nonconformities are identified and addressed within the ISMS, including the evidence required to support corrective actions. Furthermore, the Deming cycle and corrective actions arising have been covered in this document.

**Date of Last Update:** 22nd October 2023

**Document Owner:** CSO

**12. Document Title:** Potential privacy concerns of Foodie

**Description:** The document of Potential privacy concerns of Foodie provides general background knowledge of food delivery’s cybersecurity at the current moment. Explained the reasons for targeting food delivery companies with real-life examples. The document also indicates some high data privacy concerns of food delivery APPs. This document will help to better understand of Foodie Company and its industry in information security with documents of Foodie Company Information & Business Model.

**Date of Last Update:** 22nd October 2023

**Document Owner:** CEO

**13. Document Title:** Foodie Financial Report

**Description:** Foodie Financial Report gives an overview of the financial situation of Foodie. This report is a supporting documentation of Company Information & Business Model which provides specific financial data of Foodie company based on assumptions. The Financial Measures and Financial Strategies have been defined at the end of the document.

**Date of Last Update:** 22nd October 2023

**Document Owner:** CFO

**14. Document Title:** Meeting minutes and relevant decision-making materials

**Description**: Meeting minutes and decision-making materials play a key role in documenting the discussions, actions, and decisions made during various organizational meetings. For Foodie, the accuracy and comprehensiveness of these records are essential for transparency, accountability, and the successful execution of decisions.

**Date of Last Update:** 22nd October 2023

**Document Owner:** Foodie

**15. Document Title:** Evidence of the competence of the people working in information security

**Description:** The individual document of evidence of the competence of people working in ISMS. All members’ background history and designation in Foodie company.

**Date of Last Update:** 12th October 2023

**Document Owner:** Foodie

# Appendices

**Acronyms**

This section provides a list of common acronyms and abbreviations used within our ISMS documents:

ISMS: Information Security Management System

TRA: Threat Risk analysis

CISO: Chief Information Security Officer

CISSP: Certified Information Systems Security Professional

ISO 27001: International Organization for Standardization 27001 (a security management standard)

BIA: Business Impact Analysis  
SoA: Statement of Applicability

# Ongoing Monitoring and Review

| Entry # | Date & Time | Updated by | Reasons for update | Change description |
| --- | --- | --- | --- | --- |
| 1 | 19/10/2023 | CTO: Yuchen Yang | Organized a ReadMe documentation for Foodie ISMS files to better understand the relationship between each documents | List all the documents of Foodie’s ISMS, and provide the necessary description and linking relationship. |
| 2 | 22/10/2023 | CTO: Yuchen Yang | Update listing documents due to updating of new documents | Foodie The Statement of Applicability, Foodie Information Risk Treatment Plan |
| 3 | 23/10/2023 | CTO: Yuchen Yang | Complete the new session of process map of the deming cycle linking to maturity | Evidence of nonconformities identified and corrective actions arising |
|  |  |  |  |  |