|  |
| --- |
|  |
|  |
| Information Security Management System  (ISMS) |
| Word template  (ITR-WordTempl) |
| The green text is taken from the standard or contains justifications. It must be removed before publication. It is in " Hidden" style which may or may not appear when printed, depending on the print display options in Word. |
| The text (Chapter, Paragraph, Sentence or Word) highlighted in yellow must be changed or removed when making a new document. |

General information

|  |  |
| --- | --- |
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| Version | 1.8 |
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| Owner | C. Harpes |
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| Classification | Internal (IN) |

Document history

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Modifications |
| 15.3 | 01/06/2020 | M. Aubigny | Alignment on ISMS template of itrust |
| 1.3.1 | 16/6/2020 | C. Harpes | Changes approval table |
| 1.4 | 27/08/2020 | C. Harpes | Align with new WM template (Enum starting with a,b instead of 1,2… |
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| 1.6 | 12/06/2021 | M. Aubigny | Alignment on general Style of itrust (V19.5); shortn of tables 15 |
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| 1.8 | 14/09/2023  08/02/2024 | C. Harpes  B. Hodzic | Renamed to 175W  Correction of SP-BulletL1, SP-BulletL2, SP-BulletL3 |

Approval

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Responsibility | Signature |
| B: Hodzic | Quality manager  CISO Assistant | Quality review  ISO 27001 compliance  PIMS compliance | Or see printed version managed by CISO. |
| C. Harpes | Managing Director (MD) | Consistency of content Applicability  Ownership | Or see printed version managed by CISO. |

Management summary

Add Summary of most important content, not context.

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# Introduction

## Context

Describe here the context of the ISMS and the context for creation of this document.

## Objectives

To be adapted in your document

The purpose of the template is to ensure that the same Word styles are used in all Word document of the ISMS. That’s why each document should refer to this document in Developer > Document Property.

The objectives of this document are:

* …

## Scope

The scope of this document is the same as that of the ISMS. The document applies to all ISMS documents of type Policy and Procedure, and optionally to other documents of itrust consulting.

## Enforcement and reading instructions

This document becomes effective once approved by the MD and published on the ISMS repository available to all employees of itrust consulting. It will remain in effect until revoked or revised by the Owner or the MD. Do not rely on a printed document, but rather check on the official documentation site of itrust consulting for the currently applicable version.

The MD’s signature is an official recognition of the mandatory character of this document. It is to be respected by all employees of itrust consulting and a failure to comply with the Information Security policy may be considered as a violation of the working contract and result in disciplinary action.

The use of the SIMPLE PRESENT tense or the terms ‘MUST’, ‘MANDATORY’, ‘REQUIRED’, or ‘SHALL’ in a statement means that the statement is considered a formal requirement.

The use of words such as ‘SHOULD’ or the adjective ‘RECOMMENDED’ means that there may be legitimate reasons to disregard the statement, but that the implications of such an exception shall be assessed and fully understood.

The terminology ‘MAY’ or the adjective ‘OPTIONAL’ means that the implementation of the statement is at the discretion of the implementer.

Delete what is not used:

The indication #ITR-WordTempl refers to the document with the given acronym, here ITR-WordTempl. The indication #175W refers to the ISMS document with the given indicator, here 175W, in this case the same document as the reference before.

The indicate #502 refers to a separated document 502 if existent, other wise to the chapter 02 inside document #5.

The text copied from a law or other reference is marked in red, and in any case constitutes an obligation.

Control objective given in ISO are put in bold.

Security measures for reaching these objectives are put in a box.

Text specific for the implementation at itrust consulting is highlighted.

## Audience

This document shall be read and applied by all collaborators with responsibility in writing or approving documents within itrust consulting.

## Document structure

The remainder of the document is structured as follows:

* Chapter 2 deals with…
* Chapter 3 describes…

## References

DELETE WHAT IS NOT NEEDED AND ADD AS NEW REFERENCES from the list of documents.

1. itrust consulting, ISMS, Information Security Policy (ITR-InfoSec), #0.
2. itrust consulting, ISMS, List of documents plan (ITR-ListDoc), #01.
3. itrust consulting, ISMS, Glossary (ITR-Glossary), #0G.
4. itrust consulting, ISMS, Roles and responsibilities assignment plan (ITR-RoleAssignment), #502.
5. itrust consulting, ISMS, People controls policy (ITR-PeopleControls), #6.
6. itrust consulting, ISMS, Organizational controls policy (ITR-OrgControls), #5.
7. itrust consulting, ISMS, Asset inventory (ITR-AssetInventory), #509A.
8. itrust consulting, ISMS, Password management (ITR-PasswordMgt), #517.
9. itrust consulting, ISMS, Technological controls Policy (ITR-TechControls), #8
10. itrust consulting, ISMS, Backup management procedure (ITR-BackupMgt), #813.
11. itrust consulting, Classification standard, (ITR-Classification), #512
12. itrust consulting, ISMS, Business continuity management (BCM) (ITR-BCM), #C.
13. itrust consulting, Office ticketing system, <https://redmine.itrust.lu.>, (ITR-TICKETING-URL)
14. itrust consulting, ISMS repository, N:\\_INternal\ISMS, (ITR-ISMS-REPO)
15. National Commission for Data Protection (CNPD): <https://cnpd.public.lu/en.html>, (CNPD-URL)
16. itrust consulting, ICT inventory, https://snipeit.itrust.lu , (ITR-ICTInventory)
17. itrust consulting, wiki page, https://wiki.itrust.lu/index.php/Asset\_management, (ITR-WIKI-ASSET\_MGMT)
18. CERT website, <https://malware.lu>, (MALWARE-URL)
19. Luxembourg organization for reproduction rights, <https://www.luxorr.lu/>, (LUXORR-URL)
20. CERT, https://malware.lu Computer forensics procedure, PRO\_C040\_CompForensics, (ITR-MALWARE-PRO)
21. itrust consulting, wiki page, <https://wiki.itrust.lu/index.php/List_of_services>, (ITR-LIST-OF-SERVICES)
22. itrust consulting, git repository, https://gitlab.itrust.lu, (ITR-GITREPO-URL)

Add legal reference below, than norms.

1. REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)
2. ISO/IEC 27001:2022(E), Information security, cybersecurity and privacy protection — Information security management systems — Requirements.
3. ISO/IEC 27002:2022(E), Information security, cybersecurity and privacy protection — Information security controls.

## Acronyms

|  |  |
| --- | --- |
| ISMS | Information Security Management System. |
| ICT | Information and Communication Technology. |

## Glossary

|  |  |
| --- | --- |
| CSIRT | A Computer Security Incident Response Team (CSIRT) is a service organization that is responsible for receiving, reviewing, and responding to computer security incident reports and activity. Their services are usually performed for a defined constituency that could be a parent entity such as a corporate, governmental, or educational organization; a region or country; a research network; or a paid client. |

# Chapter 1

## Section 1

### Test

### Sous/Section

##### Enumeration list

1. Level 1
   1. Level 2
   2. Level 2ff
      1. Level 3
      2. …
         1. Level 4
         2. …
            1. Level 5
            2. …

Level 6

…

Level 7

…

Level 8

…

Level 9…

##### Bullet list

* Bullet L1 (11pt)
* …
  + Bullet L2 (11 pt)
  + …
    - Bullet L3 (11pt)
    - …
      * Bullet L4 (10 pt)
      * …
        + Bullet L5 (10 pt)
        + …

Bullet L6 (10pt)

…

Bullet L7 (9pt)

…

Bullet L8 (9pt)

…

Bullet L9 (9pt)

…

##### Enumeration for Table

1. TabEnumL1 (10pt)
2. …
   1. TabEnumL2 (10pt)
   2. …
      1. TabEnumL3 (10pt)
      2. …
         1. TabEnumL4 (9pt)
         2. …
            1. TabEnumL5 (9pt)
            2. …

TabEnumL6 (9pt)

…

TabEnumL7 (8pt)

…

TabEnumL8 (8pt)

…

##### Bullet list for tables

* TabBulletL1 (10pt)
* …
  + TabBulletL2 (10pt)
  + …
    - TabBulletL3 (10pt)
    - …
      * TabBulletL4 (9pt)
      * …
        + TabBulletL5 (9pt)
        + …

TabBulletL6 (9pt)

…

TabBulletL7 (8pt)

…

TabBulletL8 (8pt)

…

## Caption usage



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed non risus. Suspendisse lectus tortor, dignissim sit amet, adipiscing nec, ultricies sed, dolor. Cras elementum ultrices diam. Maecenas ligula massa, varius a, semper congue, euismod non, mi. Proin porttitor, orci nec nonummy molestie, enim est eleifend…

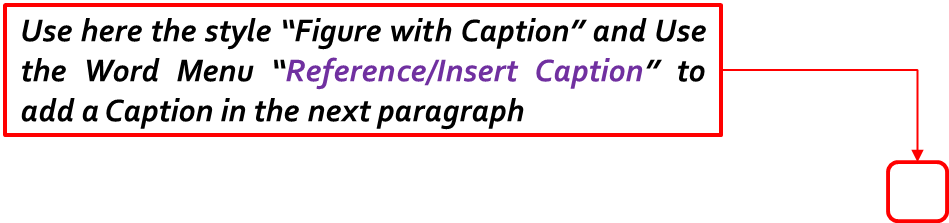


Figure 1: Example of figure with caption

## Use of Tables

### Insertion of table without and with caption

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Select/unselect options for last column, banded, total row… |  |  |  |
| TabText0 (large) | Or use style TabText1 or TabText2 |  |  |  |
| TabText0 (large) |  |  |  |  |
| TabText0 (large) |  |  |  |  |
|  |  |  |  |  |

Table 1: Table\_A(Grey)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Select/unselect options for last column, banded, total row… |  |  |  |
| TabText1 (normal | Or use style TabText1 or TabText2 |  |  |  |
| TabText1 (normal |  |  |  |  |
| TabText1 (normal |  |  |  |  |
|  |  |  |  |  |

Table 2: Table\_B(Light),**to be used by default**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Select/unselect options for last column, banded, total row… |  |  |  |
| TabText1 (normal | Or use style TabText1 or TabText2 |  |  |  |
| TabText1 (normal |  |  |  |  |
| TabText1 (normal |  |  |  |  |
|  |  |  |  |  |

Table 3: Table\_C(Normal)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Select/unselect options for last column, banded, total row… |  |  |  |
| TabText0 (large) | Or use style TabText1 or TabText2 |  |  |  |
| TabText0 (large) |  |  |  |  |
| TabText0 (large) |  |  |  |  |
|  |  |  |  |  |

Table 4: Table\_1 style

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TabHeader1 | TabHeader1 |  |  |  |
| TabText1 | TabText1 |  |  |  |
| TabText1 | TabText1 |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Table 5: Table\_2 style

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TabText2 (small) | TabHeader2 |  |  |  |
| TabText2 | TabText2 |  |  |  |
| TabText2 | TabText2 |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Table 6: Table\_3 style

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TabHeader2 |  |  |  |  |
| TabText2 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Table 7: Table\_4 style

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TabHeader2 |  |  |  |  |
| TabText2 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Table 8: Table\_5 style

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TabHeader2 |  |  |  |  |
| TabText2 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Table 9: Table\_6 style

## List of styles

For a full list of styles, cf: "C:\Users\*your name*\AppData\Roaming\Microsoft\Templates\itrust\_QM\ITR-StyleSheet.dotx"

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Style | Application or example | Use modalities or additional information | |
| Headings | | | |
| Heading 1 | Numbered title with page break before | Chapter title (level 1) | |
| Heading 2 | **Section title (level 2)** | Section title (level 2) | |
| Heading 3 | **Subsection title (level 3)** | Subsection title (level 3) | |
| Heading 4 | **Title in a subsection (level 4)** | Title in a subsection (level 4) | |
| Heading 5 | **Title without numbering** | Level 5 | Title for subparagraph |
| Heading 6 | **Title without numbering** | Level 6 |
| H1 no number | Annex/Appendix title without number but page break before | Annex/Appendix title (no number) | |
| H2 no number | **Title of Annexe subsection** | Title of Annexe subsection (non number) | |
| H Doc Prop. | **H Doc Prop.** | Title for document properties. | |
| H ToC | **Table of Contents** | Tables of content title | |
| Title | **Title** | Main title in the heading page  Non-visible in the Quick style menu; used on Cover page | |
| Subtitle | **Subtitle** | Subject title in the heading page | |
| Body | | | |
| Body of Text | Body of normal paragraph | Each paragraph will be separated by space. | |
| Hidden | Hidden text | Use this type of paragraph to underline ideas for other partners before the final edition of the text in PDF. The PDF file or the printed document will not include this type of text. | |
| Bullet L\* | See above | This style allows making an automatic sub-bullet list by using the tab button  or  NB: we can directly use a lower bullet list by using the style BulletL(n-1) or BulletL(n+1) | |
| Enumeration \* | Enumeration List  Enumeration list  Enumeration list | This style allows making an automatic sub-enumeration list by using the tab button  ou  NB: we can directly use a lower bullet list by using the style Enumeration(n-1) or EnumerationL(n+1) | |
| End list | Paragraph to be used after an enumeration or a bullet list | This style allows separating the last paragraph of a bullet/enumeration list with a normal paragraph to avoid visual collision between the two paragraphs due to the lack of space. | |
| RefList | Follow the good practices to quote a reference. | Style to give books or any text reference used in the document. | |

Table 10: List of common styles

|  |  |  |
| --- | --- | --- |
| Name of Style | Application or example | Use modalities or additional information |
| Table Styles | | |
| TabText0 | Font 11pt (used for in table with few columns) | Large body of text to be used in tables |
| TabText1 | Allows to reduce the font to 10pt in the table and allocated sufficient space around the text in each cell | Body of text to be used in tables |
| TabText2 | Allows to reduce the font to 9pt in the table and allocated sufficient space around the text in each cell | Condensed body of text for table |
| TabHeader0 | Space before and after the text 4 pt | Header large table |
| TabHeader1 | Space before and after the text 3pt | Header normal table |
| TabHeader2 | Space before and after the text 3pt | Header condensed table |
| TabEnumL\* | 1. Enumeration list in table L1    1. Enumeration list in table L2       1. Enumeration list in table L3          1. … | Only 8 levels |
| TabBulletL\* | * Bullet point in table L1   + Bullet point in table L1     - Bullet point in table L1       * … | Only 8 levels |
| Style for special paragraphs | | |
| Figure | Allow centring the figure and add space after the figure. | Style to apply to the paragraph where a figure is inserted without caption |
| Figure with caption | Allow centring the figure. | Idem for figure with caption |
| Caption | Font color (Text 2). Centred, 6pt before and 10pt after | Caption of figure, table, etc. |
| Style in Header and Footer | | |
| Header/footer title | Text in Accent 5 aligned on the right of the cell | Style used in the footer to format the title in the header of the page. |
| Header/footer Text | Text aligned on the left | Style used in the header and footer tables for document properties |
| Header/Footer Tab | Font 10 3pt before and after | Style of paragraph in footer |
| Specific style for SMSI | | |
| SP-Attributes | #Attributs: #Preventive | Style to provide attributes |
| SP-Block | Font style Accent 4 | Style to highlight a block of words  Do not use this at the end of a paragraph! |
| SP-Bold | Font style Accent 4 and sd | Style to highlight a block of words in SP-Paragraph…  Do not use this at the end of a paragraph! |
| SP-Bullet\* | * L1   + L2     - L3       * …         + … | Styles to define bullet inside SP-Paragraph |
| SP-Control | Paragraph Style Boxed | Style to define a control |
| SP-Enum\* | 1. L1    1. L2       1. L3 | Styles for enumeration inside SP-Paragraph |
| SP-Endlist |  | To end and SP-Bullet\* or SP-Enum\* with an extra space. |
| SP-Objective | Paragraph Style Boxed and coloured | To highlight an objective |
| SP-OtherInfo | Paragraph Style with smaller font | To reduce size of less important info |
| SP-Paragraph | Paragraph Style Accent 4 | Style to highlight an entire paragraph |
| SP-Quote | Paragraph Style Font color Red (0.5 cm left and right) | Style to quote standard note. |

Table 11: List of special styles

## Font

Inspired by the website, we chose **Corbel**, a Microsoft font for body and **Century** (from the logo) for Headings.

For Excel we may choose **Bahnschrift** condense if we want a more condense but still easy to read font.

## Colour scale

#### Color palette (Theme) used

|  |  |  |  |
| --- | --- | --- | --- |
| Id Theme | Usage | Colour code (RGB) | Couleur |
| Background 1 |  |  |  |
| Text 1 | Texte normal | 0 – 0 – 0 black |  |
| Background 2 | Background | 251.245.187 |  |
| Text 2 | Headings | 170.155.10 |  |
| Accent 1 | Table\_1 | 0.0.0.0 |  |
| Accent 2 | Table\_2 | 242.220.35 |  |
| Accent 3 | Table\_3 | 255.87.59 |  |
| Accent 4 | Table\_4 | 128.128.255 |  |
| Accent 5 | Puce and énumération | 170.155.10 |  |
| Accent 6 | Légende | 33.255.33 |  |
| Hyperlink |  |  | ◼ |
| Followed Hyperlink |  |  | ◼ |

Table 3 : Color usage in the Word Theme

#### Color gradation for the defined color palette

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Level** | **Description** | **Background 1** | **Description** | **Text 1** | **Description** | **Background 2** | **Description** | **Text 2** |  | **Accent 1** |  | **Accent 2** |  | **Accent 3** |  | **Accent 4** |  | **Accent 5** |  | **Accent 6** |
| **P** | **Pure** |  | **Pure** |  | **Pure** |  | **Pure** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1** | **Darker 5%** |  | **Lighter 50%** |  | **Darker 10%** |  | **Lighter 80%** |  |  |  |  |  |  |  |
| **2** | **Darker 15%** |  | **Lighter 35%** |  | **Darker 25%** |  | **Lighter 60%** |  |  |  |  |  |  |  |
| **3** | **Darker 25%** |  | **Lighter 25%** |  | **Darker 50%** |  | **Lighter 40%** |  |  |  |  |  |  |  |
| **4** | **Darker 35%** |  | **Lighter 15%** |  | **Darker 75%** |  | **Darker 25%** |  |  |  |  |  |  |  |
| **5** | **Darker 50%** |  | **Lighter 5%** |  | **Darker 90%** |  | **Darker 50%** |  |  |  |  |  |  |  |

#### List of main styles bounded to the Color Palette

|  |  |
| --- | --- |
| Color Palette Item | Impacted on Default Styles of normal.dotm |
| Text 1 | Subtitle (Paragraph + Font Style)  Subtle emphasis (Font Style)  Quote (Paragraph + Font style)  Subtle Reference (Font Style)  Heading 8 (Paragraph + Font Style)  Heading 9 (Paragraph + Font Style)  Background for Dark Table and Text for colorful default table |
| BackGround 1 | Text color for Dark table and Background for normal and colorful default table  Code  CodeCdsed  Table\_B1  Table\_B2 (partial) |
| Text 2 | Heading 1 (Paragraph + Font style)  Heading 2 (Paragraph + Font style)  Heading 3 (Paragraph + Font style) with darkest color  Heading 4 (Paragraph + Font style)  Heading 5 (Paragraph + Font style)  Heading 6(Paragraph + Font style) with darkest color  Heading 7(Paragraph + Font style) with darkest color  DocType  Table\_B2 (partial)  Table\_0 |
| Background 2 | *No impact* |
| Accent 1 | Intense quote (Paragraph + Font Style)  Intense Reference (Font style)  Intense emphasis (Font style)  Block Text (Paragraph style)  TOC Heading  For tables based on this accent |
| Accent 2 | For tables based on this accent |
| Accent 3 | For tables based on this accent |
| Accent 4 | H Doc Prop.  Title  H Toc  For tables based on this accent |
| Accent 5 | Caption (Paragraph Style)  Bullet and numbering  For tables based on this accent Header/footer title |
| Accent 6 | For tables based on this accent |
| Hyperlink | Hyperlink (Font Style) |
| Followed Hyperlink | Followed Hyperlink (Font Style) |

Table 12: List of main styles bounded to the Color Palette