

Inspired eLearning, LLC

**ISMS SCOPE DOCUMENT**

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| 02/28/2019 | 0.2 | Jennifer Mick | Document outline updated for IeL specific needs. Track changes turned on prior to beginning changes. |
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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 Inspired eLearning, LLC.

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

Users of this document are members of Inspired eLearning, LLC management, members of the project team implementing the ISMS, and IT Operations.

# Reference documents

* ISO/IEC 27001 standard, clause 4.3
* General Data Protection Regulation, Article 25
* EU-U.S. Privacy Shield Framework
* Inspired eLearning Master Service Agreement

# 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

Online learning management system with interactive courses along with simulators for phishing, vishing, and SMiShing services for customer use (iLMS, PhishProof)

## Organizational units

Customer Success (Support) Team, Customer Success Operations Team, Site Reliability team, and Information Security are clustered together in the San Antonio corporate office, with some of the Site Reliability located in India at our wholly-owned subsidiary. Both offices are open floor plans so there is little physical separation between the organizational units. A single remote IT Operations employee works from home in Phoenix, AZ

## Locations

Inspired eLearning, LLC: San Antonio, TX   
Inspired eLearning Private Limited: Pune, India  
Amazon Web Services (current cloud provider): various data centers in the US, UK, and China.

## Networks and IT infrastructure

* + Cloud networks in RFC1918 Class A networks protected by at minimum rules on the VPC in whichthey reside (10.0.0.0/15; 10.200.0.0/15; 10.202.0.0/15; 10.204.0.0/15; 10.211.0.0/16; 10.213.0.0/16)
  + Infrastructure internal to each office resides behind a physical firewall with access lists, inbound and outbound, within a dedicated RFC 1918 Class C network; access is also defined across site-to-site VPNs
  + Local area networks for desktop wired networks in a dedicated RFC 1918 Class C network with bidirectional access lists and access defined for site-to-site VPNs (USO1: 192.168.100.0/23 & IDC: 192.168.252.0/23)
  + Local corporate wireless networks reside in a dedicated RFC 1918 Class C network with bidirectional access lists and access defined for site-to-site VPNs (USO1: 192.168.200.0/23 & IDC: 192.168.254.0/23)
  + Client virtual private network resides in a dedicated RFC 1918 subnet with 10.30.28.128/25 available for client IP assignment.

# Validity and document management

This document is valid as of [date].

The owner of this document is IS-GRC Specialist, who must check and, if necessary, update the document at least once a year. This must be done sooner than once a year should business needs dictate.

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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[signature]