IMS POL/0010

Organization of Information Security

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Revision history

Revision	Date	Description of Changes	Prepared By	Approved By
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Distribution history

Revision	Date	Stakeholders

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1 Introduction

1.1 Scope

This policy sets out Intelfort's management framework to initiate and control the implementation and operation of information security and its arrangements to ensure the security of teleworking and use of mobile devices.

1.2 References

Standard	Title	Description
ISO 27000:2014	Information security management systems	Overview and vocabulary
ISO 27001:2013	Information security management systems	Requirements
ISO 27002:2013	Information technology - security techniques	Code of practice for information security controls
ISO 27001:2013	Information security management systems	Clause 5.3 Organizational roles, responsibilities and authorities Annex A.6 Organization of information security

1.3 Terms and Definitions

- "Staff" and "Users" means all of those who work under our control, including employees, contractors, interns etc.
- "We" and "Our" refer to Intelfort
- Specialist Group Contacts Register is a role that interfaces with external stakeholders.

1.4 Responsibilities

The ISMS Manager is responsible for all aspects of the implementation and management of this policy, unless noted otherwise.

Department heads and supervisors are responsible for the implementation of this policy, within the scope of their responsibilities, and must ensure that all staff under their control understand and undertake their responsibilities accordingly.

2 Internal Organization

We have established a management framework to initiate and control the implementation and operation of information security within our organization.

1.1 Information security roles and responsibilities

The ISMS manager and HR Manager are jointly responsible for ensuring that all information security responsibilities are defined, allocated, and communicated to the persons concerned. Consult **Intelfort Standardization Role Mapping**

1.2 Segregation of duties

The IT Manager and HR Manager are jointly responsible for ensuring that responsibilities are segregated so as to ensure that conflicting responsibilities do not lead to opportunities for unauthorized or unintentional modification or misuse of our assets.

1.2.1 Contact with authorities

The IT Manager ensures that appropriate contacts are maintained with relevant authorities and Specialist Group Contacts Register.

1.2.2 Contact with special interest groups

The ISMS Manager ensures that appropriate contacts are maintained with special interest groups or other specialist security forums and professional associations and maintains an Authorities and Specialist Group Contacts Register.

1.2.3 Information security in project management

The ISMS Manager ensures that Information security is addressed in project management, regardless of the type of the project.

2 Mobile Devices and Teleworking

The **ISMS Mobile Device Policy** sets out our requirements for mobile and home computing.

The **ISMS Teleworking Policy** sets out our requirements for teleworking.

3 Records

Records retained in support of this procedure are listed in the **IMS Controlled Records Register** and controlled according to the **Control of Management System Records Procedure.**