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**CHANGE MANAGEMENT POLICY**

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| Code: |  |
| Version: |  |
| Date of version: |  |
| Created by: |  |
| Approved by: |  |
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**Change history**

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| **Date** | **Version** | **Created by** | **Description of change** |
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# Purpose, scope and users

The purpose of this document is to define how changes to information systems are controlled.

This document is applied to the entire Information Security Management System (ISMS) scope, i.e. to all the information and communication technology within the scope, and to all personal data processing activities.

Users of this document are employees of [organizational units for information and communication technology].

# Reference documents

* ISO/IEC 27001 standard, clause A.8.32
* EU GDPR Article 32
* Information Security Policy

# Change management

Each change to operational or production systems must be made in the following way:

1. change may be proposed by [specify job functions]
2. change must be authorized by [job title], who must assess its justification for business and potential negative security impacts
3. change must be implemented by [job title]
4. [job title] is responsible for checking that the change has been implemented in accordance with the requirements
5. [job title] is responsible for testing and verifying the system's stability – the system must not be put into production before thorough testing has been conducted
6. …

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