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[Organization logo]

[Organization name]

**ISMS SCOPE DOCUMENT**

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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 [organization name].

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

Users of this document are members of [organization name] management, members of the project team implementing the ISMS, and [employees’ job titles].

# Reference documents

* ISO/IEC 27001 standard, clause 4.3
* [Project Plan document for ISO 27001 implementation]
* List of Legal, Regulatory, Contractual and Other Requirements

# Definition of the 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.

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