**Management Review Minutes**

\*\* FREE PREVIEW VERSION \*\*

The meeting of the [name of body] was held on [date] and was attended by:

* [name]

The purpose of the meeting was to review the suitability, adequacy and effectiveness of the Information Security Management System (ISMS) and personal data processing activities.

Materials or information reviewed at the meeting include the following:

1. [name and date of internal audit report], [name and date of external audit report], [names and dates of other internal reviews, as well as reviews of suppliers and/or outsourcing partners]
2. [document or description of feedback received from interested parties]
3. [documents or description of methods, products or procedures, as well as emerging good practice and guidance, which can be used to improve effectiveness of the ISMS]

\*\* END OF FREE PREVIEW \*\*

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