\*\* FREE PREVIEW VERSION \*\*

[Organization logo]

[Organization name]

**PROCEDURE FOR DOCUMENT AND RECORD CONTROL**

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| Code: |  |
| Version: |  |
| Date of version: |  |
| Created by: |  |
| Approved by: |  |
| Confidentiality level: |  |

**Change history**

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| --- | --- | --- | --- |
| **Date** | **Version** | **Created by** | **Description of change** |
| dd.mm.yyyy | 0.1 | EUGDPRAcademy | Basic document outline |
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# Purpose, scope and users

The purpose of this procedure is to ensure control over creation, approval, distribution, usage and updates of documents and records (also called: documented information) used in the Information Security Management System (ISMS) and for compliance with the EU GDPR.

This procedure is applied to all documents and records related to the ISMS, regardless of whether the documents and records were created inside [organization name] or whether they are of external origin. This procedure encompasses all documents and records, stored in any possible form – paper, audio, video, etc.

Users of this document are all employees of [organization name] inside the scope of the ISMS.

# Reference documents

* ISO/IEC 27001 standard, clause 7.5
* Information Security Policy
* Policy for handling classified information
* Data Retention Policy
* [other documents and regulations specifying document control]

# Control of internal documents

Internal documents are all documents created inside the organization.

## Document formatting

The document text is written using font Calibri, size 11. Chapter titles are written using font size 14 bold, while level 2 chapter titles are written in font size 12 bold. Level 3 chapter titles are written in font size 11 bold italic.

The document header contains organization name and confidentiality level. The footer contains document name, current version and date of document, and number of pages.

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