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PURPOSE

To ensure that Information Security Management System is established, documented, implemented and maintained and to continually improve its effectiveness in line with ISO 27001:2013 standards.

SCOPE

Applicable to the Information Security Management System of OEC Records Management Company for its Head office and warehouse located at Dheku as mentioned under the description of Activities.

REFERENCE

NA

RESPONSIBILITY

The overall responsibility for establishing, documenting, implementing and updating the Information Security Management System lies with the Chief Operating Officer.

DESCRIPTION OF ACTIVITIES

1. Understanding the organization and its context:
 - 1.1 External and Internal issues relevant to purpose and Information Security Management System are determined. Issues are being determined and updated from time to time.
 - 1.2 External and Internal issues are documented in Annexure 3
2. Understanding the needs and expectations of interested parties.
 - 2.1 Interested Parties related to Information Security Management System and its expectations are determined. Expectations are being determined and updated from time to time.
 - 2.2 Needs and expectations of interested parties are documented in Annexure 2
3. Determining the scope of the Information Security Management System:
 - 3.1 Scope of Information Security management System is determined considering External and Internal Issues; Compliance Obligations; Interfaces of Process and Activities of organization including out sourced activities.
 - 3.2 Scope of Information Security Management System is as follow;
 - 3.2.1 Pickup, Storage (Physical and Media), Retrieval and Forwarding, Permanent Returning or Pre - Destruction Services for Customer Records at Dekhu location and supporting activities from Head Office at Vashi.
4. Information Security Management System:

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- 4.1 To enhance Information Security performance organization has established, documented, implemented, maintained and continually improve effectiveness of Information Security Management System based on following ISO 27001: 2013
- 4.1.1 Impact of any planned or unplanned changes to product, processes, operation, equipment, facilities, technologies, outsourced agencies' staff, compliance obligations are considered.
- 4.2 Knowledge gained during analysis of organization's context and determining expectations of interested parties are considered while developing Information Security Management System.

ENCLOSURES

NA

FORMATS / EXHIBITS

NA