1. **Scope**

Retirement Capital’s Statement of Applicability is within the scope of this work instruction.

1. **Responsibilities**

The Information Security Manager is responsible for maintaining and updating the Statement of Applicability as part of the standard risk assessment process.

1. **Procedure**
   1. An initial Statement of Applicability is produced using Retirement Capital’s preferred risk assessment methodology. This contains all identified risks and the controls to manage them.
   2. The Statement of Applicability Tool ([RM-ISMS REC SoA](RM-ISMS_Statement%20of%20Applicability.pdf)) is produced to track the controls selected during the risk assessment process.
   3. This record must be maintained and kept under version control.
   4. A new risk assessment is conducted semi-annually, producing a new Statement of Applicability each time.
   5. Controls selected in the Manual must be matched in the Statement of Applicability, and vice versa.

***Document Owner and Approval***

The *Information Security Manager* is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This procedure was approved by the Chief Information Security Officer (CISO (DIRECTOR)) on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

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| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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