1. **Scope**

Retirement Capital’s information assets and whole ISMS are within the scope of this procedure.

1. **Responsibilities**

The Head of Internal Audit is responsible for planning systems audit activities.

The Chief Director (CISO) is responsible for authorising audit activity to occur.

1. **Procedure** [ISO27002 Clause 12.7.1]

**Audit Controls**

1. Retirement Capital will audit the software deployed on all company hardware.

Twice annually the Director (CISO) will arrange for the IT Department to request a screenshot of installed applications to be emailed so that it can be examined.

The purpose of the examination is to determine:

* If all required software is present.
* If any additional software could compromise the company’s information security.

At the same time, a screenshot of the anti-virus management screen will be taken and emailed to the IT Department so that the status of the anti-virus software can be assessed to ensure that it is up to date and latest signature files downloaded.

***Document Owner and Approval***

The Head of Internal Audit 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 Director (CISO) on 214th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature:

Date: 14/11/2020

**Change History Record**

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