1. **Scope**

## This procedure describes the methods by which Retirement Capital monitors, measures, analyses and evaluates the effectiveness of the ISMS.

The outputs of this procedure are fed into the management review ([MSS DOC 9.3](MSS_DOC_9.3.docx)).

The ISMS itself, as well as all controls identified in the Statement of Applicability, are within the scope of this procedure.

1. **Responsibilities**
   1. The Director (CISO) is responsible for determining the requirements for monitoring, measurement, analysis and evaluation of the ISMS.
   2. Process Manager are responsible for ensuring that processes under their control are appropriately monitored and measured.
   3. The Director (CISO) is responsible for appointing appropriately qualified persons to conduct analysis and evaluation of monitoring and measurement results.
2. **Procedure (ISO27001: 2013 clause 9.1)**

## The Director (CISO) identifies processes that require monitoring and measurement, according to the following conditions:

## The process produces results or by-products that can be quantitatively measured

## The process affects two or more following processes

## The process is the result of two or more other processes

## The process generates error reports or other evidence of non-conformance

## The Director (CISO) ensures that Retirement Capital’s monitoring and measurement activities are listed in MSS REC 9.1.

## The Company Administrator monitors the process and collates measurements monthly by:

## Manually adding the results to a spreadsheet and analysing the results

## The measurements are submitted to the Director (CISO) every three months.

## The Director (CISO) identifies appropriately qualified persons to analyse and evaluate the results of the monitoring and measurement, which is conducted quarterly.

## Results of monitoring and measurement are analysed by:

## Comparison of the recorded data against anticipated results

## Results of monitoring, measurement and analysis are evaluated against the requirements of the relevant *ISMS* objectives ([ISMS DOC 6.2](../Section%206%20-%20planning/ISMS_DOC_6.2.docx))

## Results of the analysis and evaluation are documented and submitted to the management review (MSS DOC 9.3).

***Document Owner and Approval***

The Director (CISO) 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 on 14th 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 |
|  |  |  |  |
|  |  |  |  |