

MD011 - Statement of Applicability

5	Organizational controls	Controls	Applicable	Policies, Procedures, Controls
5.1	Policies for information security	Information security policy and topic-specific policies shall be defined, approved by management, published, communicated to and acknowledged by relevant personnel and relevant interested parties, and reviewed at planned intervals and if significant changes occur.	Yes	CP002 Information Security Policy
5.2	Information security roles and responsibilities	Information security roles and responsibilities shall be defined and allocated according to the organization needs.	Yes	Company Organisation Chart Section 5 of MA001
5.3	Segregation of duties	Conflicting duties and conflicting areas of responsibility shall be segregated.	Yes	Company Organisation Chart
5.4	Management responsibilities	Management shall require all personnel to apply information security in accordance with the established information security policy, topic-specific policies and procedures of the organization.	Yes	MA001 Appendices CP002 Information Security Policy
5.5	Contact with authorities	The organization shall establish and maintain contact with relevant authorities.	Yes	Managing Director
5.6	Contact with special interest groups	The organization shall establish and maintain contact with special interest groups or other specialist security forums and professional associations.	Yes	Managing Director
5.7	Threat intelligence	Information relating to information security threats shall be collected and analysed to produce threat intelligence.	Yes	MD010
5.8	Information security in project management	Information security shall be integrated into project management.	Yes	Project Plans
5.9	Inventory of information and other associated assets	An inventory of information and other associated assets, including owners, shall be developed and maintained.	Yes	MD006
5.10	Acceptable use of information and other associated assets	Rules for the acceptable use and procedures for handling information and other associated assets shall be identified, documented and implemented	Yes	MA001 Appendix C
5.11	Return of assets	Personnel and other interested parties as appropriate shall return all the organization's assets in their possession upon change or termination of their employment, contract or agreement.	Yes	MA001 Section 8
5.12	Classification of information	Information shall be classified according to the information security needs of the organization based on confidentiality, integrity, availability and relevant interested party requirements.	Yes	MD008
5.13	Labelling of information	An appropriate set of procedures for information labelling shall be developed and implemented in accordance with the information classification scheme adopted by the organization.	Yes	SP002 - Information Classification
5.14	Information transfer	Information transfer rules, procedures, or agreements shall be in place for all types of transfer facilities within the organization and between the organization and other parties.	Yes	SP002 - Handling of Information Assets
5.15	Access control	Rules to control physical and logical access to information and other associated assets shall be established and implemented based on business and information security requirements.	Yes	MA001 Appendix D
5.16	Identity management	The full life cycle of identities shall be managed.	Yes	MA001 Appendix D
5.17	Authentication information	Allocation and management of authentication information shall be controlled by a management process, including advising personnel on appropriate handling of authentication information.	Yes	MA001 Appendix D
5.18	Access rights	Access rights to information and other associated assets shall be provisioned, reviewed, modified and removed in accordance with the organization's topic-specific policy on and rules for access control.	Yes	MA001 Appendix D
5.19	Information security in supplier relationships	Processes and procedures shall be defined and implemented to manage the information security risks associated with the use of supplier's products or services.	Yes	MA001 Section 8
5.20	Addressing information security within supplier agreements	Relevant information security requirements shall be established and agreed with each supplier based on the type of supplier relationship.	Yes	MA001 Section 8
5.21	Managing information security in the information and communication technology (ICT) supply chain	Processes and procedures shall be defined and implemented to manage the information security risks associated with the ICT products and services supply chain.	Yes	MA001 Section 8

5.22	Monitoring, review and change management of supplier services	The organization shall regularly monitor, review, evaluate and manage change in supplier information security practices and service delivery.	Yes	MD007
5.23	Information security for use of cloud services	Processes for acquisition, use, management and exit from cloud services shall be established in accordance with the organization's information security requirements.	Yes	MD009 CP002
5.24	Information security incident management planning and preparation	The organization shall plan and prepare for managing information security incidents by defining, establishing and communicating information security incident management processes, roles and responsibilities.	Yes	SP003
5.25	Assessment and decision on information security events	The organization shall assess information security events and decide if they are to be categorized as information security incidents.	Yes	MD010
5.26	Response to information security incidents	Information security incidents shall be responded to in accordance with the documented procedures.	Yes	MD010
5.27	Learning from information security incidents	Knowledge gained from information security incidents shall be used to strengthen and improve the information security controls.	Yes	MD010
5.28	Collection of evidence	The organization shall establish and implement procedures for the identification, collection, acquisition and preservation of evidence related to information security events.	Yes	MA001 Section 9
5.29	Information security during disruption	The organization shall plan how to maintain information security at an appropriate level during disruption.	Yes	SP003
5.30	ICT readiness for business continuity	ICT readiness shall be planned, implemented, maintained and tested based on business continuity objectives and ICT continuity requirements.	Yes	Procedures are in place to ensure that IT backups are successful.
5.31	Legal, statutory, regulatory and contractual requirements	Legal, statutory, regulatory and contractual requirements relevant to information security and the organization's approach to meet these requirements shall be identified, documented and kept up to date.	Yes	MD011
5.32	Intellectual property rights	The organization shall implement appropriate procedures to protect intellectual property rights.	Yes	MA001 Section 8
5.33	Protection of records	Records shall be protected from loss, destruction, falsification, unauthorized access and unauthorized release.	Yes	SP002
5.34	Privacy and protection of personal identifiable information (PII)	The organization shall identify and meet the requirements regarding the preservation of privacy and protection of PII according to applicable laws and regulations and contractual requirements.	Yes	SP002
5.35	Independent review of information security	The organization's approach to managing information security and its implementation including people, processes and technologies shall be reviewed independently at planned intervals, or when significant changes occur.	Yes	MA001 Section 9
5.36	Compliance with policies, rules and standards for information security	Compliance with the organization's information security policy, topic-specific policies, rules and standards shall be regularly reviewed.	Yes	MA001 Section 9
5.37	Documented operating procedures	Operating procedures for information processing facilities shall be documented and made available to personnel who need them.	Yes	ISMS as a whole
6	People controls	Controls		
6.1	Screening	Background verification checks on all candidates to become personnel shall be carried out prior to joining the organization and on an ongoing basis taking into consideration applicable laws, regulations and ethics and be proportional to the business requirements, the classification of the information to be accessed and the perceived risks.	Yes	Recruitment Process
6.2	Terms and conditions of employment	The employment contractual agreements shall state the personnel's and the organization's responsibilities for information security	Yes	Contract of employment

6.3	Information security awareness, education and training	Personnel of the organization and relevant interested parties shall receive appropriate information security awareness, education and training and regular updates of the organization's information security policy, topic-specific policies and procedures, as relevant for their job function.	Yes	ISMS audits. MD005
6.4	Disciplinary process	A disciplinary process shall be formalized and communicated to take actions against personnel and other relevant interested parties who have committed an information security policy violation.	Yes	MA001 Section 8 & SP001
6.5	Responsibilities after termination or change of employment	Information security responsibilities and duties that remain valid after termination or change of employment shall be defined, enforced and communicated to relevant personnel and other interested parties.	Yes	MA001 Section 8
6.6	Confidentiality or non-disclosure agreements	Confidentiality or non-disclosure agreements reflecting the organization's needs for the protection of information shall be identified, documented, regularly reviewed and signed by personnel and other relevant interested parties.	Yes	MA001 Section 8
6.7	Remote working	Security measures shall be implemented when personnel are working remotely to protect information accessed, processed or stored outside the organization's premises.	Yes	Remote works used IT equipment supplied by the business. Security measures are installed on IT equipment such as antivirus software and malware protection.
6.8	Information security event reporting	The organization shall provide a mechanism for personnel to report observed or suspected information security events through appropriate channels in a timely manner.	Yes	Communication channels are in place to the IT department such as phone, email and teams.
7	Physical controls	Controls		
7.1	Physical security perimeters	Security perimeters shall be defined and used to protect areas that contain information and other associated assets.	Yes	MA001 Section 8
7.2	Physical entry	Secure areas shall be protected by appropriate entry controls and access points.	Yes	MA001 Section 8
7.3	Securing offices, rooms and facilities	Physical security for offices, rooms and facilities shall be designed and implemented.	Yes	MA001 Section 8
7.4	Physical security monitoring	Premises shall be continuously monitored for unauthorized physical access.	Yes	Alarm is in place where applicable.
7.5	Protecting against physical and environmental threats	Protection against physical and environmental threats, such as natural disasters and other intentional or unintentional physical threats to infrastructure shall be designed and implemented.	Yes	SP003
7.6	Working in secure areas	Security measures for working in secure areas shall be designed and implemented.	Yes	MA001 Section 8
7.7	Clear desk and clear screen	Clear desk rules for papers and removable storage media and clear screen rules for information processing facilities shall be defined and appropriately enforced.	Yes	MA001 Appendix F Employees working from home must put removable storage devices in a locked draw at the end of the day.
7.8	Equipment siting and protection	Equipment shall be sited securely and protected.	Yes	MA001 Appendix F
7.9	Security of assets off-premises	Off-site assets shall be protected.	Yes	MA001 Appendix F

7.10	Storage media	Storage media shall be managed through their life cycle of acquisition, use, transportation and disposal in accordance with the organization's classification scheme and handling requirements.	Yes	SP002 - Media Handling
7.11	Supporting utilities	Information processing facilities shall be protected from power failures and other disruptions caused by failures in supporting utilities.	Yes	MA001 Appendix F
7.12	Cabling security	Cables carrying power, data or supporting information services shall be protected from interception, interference or damage.	Yes	MA001 Appendix F
7.13	Equipment maintenance	Equipment shall be maintained correctly to ensure availability, integrity and confidentiality of information.	Yes	MA001 Appendix F
7.14	Secure disposal or re-use of equipment	Items of equipment containing storage media shall be verified to ensure that any sensitive data and licensed software has been removed or securely overwritten prior to disposal or re-use.	Yes	MA001 Appendix F
8	Technological controls	Controls		
8.1	User end point devices	Information stored on, processed by or accessible via user end point devices shall be protected.	Yes	MA001 Appendix A
8.2	Privileged access rights	The allocation and use of privileged access rights shall be restricted and managed.	Yes	MA001 Appendix D
8.3	Information access restriction	Access to information and other associated assets shall be restricted in accordance with the established topic-specific policy on access control.	Yes	MA001 Appendix D
8.4	Access to source code	Read and write access to source code, development tools and software libraries shall be appropriately managed.	Yes	SP002
8.5	Secure authentication	Secure authentication technologies and procedures shall be implemented based on information access restrictions and the topic-specific policy on access control.	Yes	MA001 Appendix D
8.6	Capacity management	The use of resources shall be monitored and adjusted in line with current and expected capacity requirements.	Yes	MD005 & FO002
8.7	Protection against malware	Protection against malware shall be implemented and supported by appropriate user awareness.	Yes	SP003
8.8	Management of technical vulnerabilities	Information about technical vulnerabilities of information systems in use shall be obtained, the organization's exposure to such vulnerabilities shall be evaluated and appropriate measures shall be taken.	Yes	SP001
8.9	Configuration management	Configurations, including security configurations, of hardware, software, services and networks shall be established, documented, implemented, monitored and reviewed.	Yes	SP002
8.10	Information deletion	Information stored in information systems, devices or in any other storage media shall be deleted when no longer required.	Yes	This is a manual process
8.11	Data masking	Data masking shall be used in accordance with the organization's topic-specific policy on access control and other related topic-specific policies, and business requirements, taking applicable legislation into consideration.	Yes	MA001 Appendix D
8.12	Data leakage prevention	Data leakage prevention measures shall be applied to systems, networks and any other devices that process, store or transmit sensitive information.	Yes	Antivirus helps to control the data transmissions in and out the network.
8.13	Information backup	Backup copies of information, software and systems shall be maintained and regularly tested in accordance with the agreed topic-specific policy on backup.	Yes	SP002
8.14	Redundancy of information processing facilities	Information processing facilities shall be implemented with redundancy sufficient to meet availability requirements.	Yes	SP003.
8.15	Logging	Logs that record activities, exceptions, faults and other relevant events shall be produced, stored, protected and analysed.	Yes	MA001 Section 9

8.16	Monitoring activities	Networks, systems and applications shall be monitored for anomalous behaviour and appropriate actions taken to evaluate potential information security incidents.	Yes	Antivirus helps to control the data transmissions in and out the network.
8.17	Clock synchronization	The clocks of information processing systems used by the organization shall be synchronized to approved time sources.	Yes	MA001 Section 8
8.18	Use of privileged utility programs	The use of utility programs that can be capable of overriding system and application controls shall be restricted and tightly controlled.	Yes	MA001 Appendix D
8.19	Installation of software on operational systems	Procedures and measures shall be implemented to securely manage software installation on operational systems.	Yes	MA001 Appendix F
8.20	Networks security	Networks and network devices shall be secured, managed and controlled to protect information in systems and applications.	Yes	MA001 Section 8
8.21	Security of network services	Security mechanisms, service levels and service requirements of network services shall be identified, implemented and monitored.	Yes	MA001 Section 8
8.22	Segregation of networks	Groups of information services, users and information systems shall be segregated in the organization's networks.	Yes	MA001 Appendix D
8.23	Web filtering	Access to external websites shall be managed to reduce exposure to malicious content.	Yes	MA001 Section 8
8.24	Use of cryptography	Rules for the effective use of cryptography, including cryptographic key management, shall be defined and implemented.	Yes	See Cryptography-policy.docx template in folder
8.25	Secure development life cycle	Rules for the secure development of software and systems shall be established and applied.	Yes	MA001 Section 8
8.26	Application security requirements	Information security requirements shall be identified, specified and approved when developing or acquiring applications.	Yes	MA001 Appendix C
8.27	Secure system architecture and engineering principles	Principles for engineering secure systems shall be established, documented, maintained and applied to any information system development activities.	Yes	SP002
8.28	Secure coding	Secure coding principles shall be applied to software development.	Yes	SP002
8.29	Security testing in development and acceptance	Security testing processes shall be defined and implemented in the development life cycle.	Yes	MA001 Section 8
8.30	Outsourced development	The organization shall direct, monitor and review the activities related to outsourced system development.	Yes	MA001 Section 8
8.31	Separation of development, test and production environments	Development, testing and production environments shall be separated and secured.	Yes	MA001 Section 8
8.32	Change management	Changes to information processing facilities and information systems shall be subject to change management procedures.	Yes	MA001 Section 8
8.33	Test information	Test information shall be appropriately selected, protected and managed.	No	None Undertaken
8.34	Protection of information systems during audit testing	Audit tests and other assurance activities involving assessment of operational systems shall be planned and agreed between the tester and appropriate management.	Yes	SP002