

# D164: DEMO OF GDPR ALONG WITH ISO 27001: 2022 INFORMATION SECURITY SYSTEM DOCUMENT KIT **Price 699 USD**

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Complete editable document tool kit (ISMS Manual, procedures, policies, standard operating procedures, blank forms, process approach, audit checklists etc.).

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## Chapter-1.0 CONTENTS GDPR ALONG WITH INFORMATION SECURITY SYSTEM ISO 27001:2022 DOCUMENT KIT (More than 205 document files)

**A. The entire Editable Document kit has 13 main directories as below.**

Sr. No.	List of Directory	Document of Details
1.	<b>ISMS Manual</b>	<b>14 files in MS Word</b>
2.	<b>Information Security Policy</b>	<b>35 policies in MS Word</b>
	Information Security Policy	29 policies in MS Word
	GDPR Policy	6 policies in MS Word
3.	<b>ISMS Procedures</b>	<b>26 procedures in MS Word</b>
	ISMS Procedure	20 procedures in MS Word
	GDPR Procedure	06 procedures in MS Word
4.	<b>Standard Operating Procedures</b>	<b>09 SOPs in MS Word</b>
5.	<b>Process Flow Charts</b>	<b>06 process flow chart in MS Word</b>
6.	<b>Formats / Templates</b>	<b>61 formats in MS Word / excel</b>
	<b>Name of departments</b>	
	System (SYS)	13 formats in MS Word
	Information Security (IS)	13 formats in MS Word / excel
	HR	05 formats in MS Word
	Training (TRG)	05 formats in MS Word / excel
	Marketing (MKT)	04 formats in MS Word
	Purchase (PUR)	03 formats in MS Word
	Software (SOFT)	04 formats in MS Word / excel
HW (Maintenance)	02 formats in MS Word / excel	
	GDPR	12 formats in MS Word
7.	<b>Filled Formats</b>	<b>34 filled formats in MS Word / excel</b>
8.	<b>ISMS Audit Checklist</b>	<b>More than 500 questions</b>
	ISMS good practices audit checklist	
	ISMS system auditing questions	
	ISMS controls audit checklist	
9.	<b>Job Description</b>	<b>11 job description in MS Word</b>
10.	<b>Sample MRM</b>	<b>02 files in MS word</b>
11.	<b>Filled sample risk sheet</b>	<b>02 files in MS excel</b>
12.	<b>Filled Statement of applicability (SOA)</b>	<b>01 files in MS word</b>
13.	<b>ISO 27001 &amp; GDPR compliance matrix</b>	<b>01 file in MS excel</b>

**Total 205 files quick download in editable form by e delivery**

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## **B. Documentation: -**

Our documentation kit contains sample documents required for system certification as listed below. **All documents are in MS-Word/Excel files and you can edit them.** You can make changes as per your organization's need and **within few days your entire documents** with all necessary controls will be ready. In the ISO 27001:2022, documented information (procedures, SOPs, etc.) are required a few places only. But for making the system better, we have provided many editable templates from which a user can select templates as per their own requirement and make some minor changes in them to make own system. Two types of documented information are provided in this kit, as listed below:

1. **Maintain documented information (Scope, Manual, etc.)**
2. **Retain documented information (Forms / Templates)**

Under the main directories, further files are provided in MS Word document as per the details given below.

### **1. ISMS Manual:**

It covers sample copy of information security management system manual and clause wise details for how ISMS systems are implemented. It covers list of procedures as well as overview of organization and covers tier1 of ISMS documents

#### **(A) Table of Contents**

Chapter No.	Subject	Page No.
4 to 10	Detail chapters explaining management commitment and at macro level how system is implemented to comply requirements	===
<b>Annexure</b>		
ANX-I	List of ISMS procedures	1 – 1
ANX-II	Glossary of terms	1 – 2
ANX-III	Process flow chart	1 – 4

### **2. GDPR & Information Security Policies**

#### **2.1 Information security Policies (29 policies)**

It covers guideline for controls applied as per ISMS guidelines. The policy document templates are provided to frame the information security controls as listed below.

##### **List of policies**

- |   |  |
|---|--|
| 1. Acceptable Use Policy-Information Services | 16. LAN Policy                                       |
| 2. Infrastructure Policy                      | 17. Training Policy                                  |
| 3. Policy for Access Card                     | 18. Mobile Computing Policy                          |
| 4. Backup Policy                              | 19. Telework Policy                                  |
| 5. Clear Desk and Clear Screen Policy         | 20. Internet acceptable user policy                  |
| 6. Physical Media & Disposal Sensitive Data   | 21. Messenger and E-mail                             |
| 7. Electronic Devices Policy                  | 22. Change Control                                   |
| 8. Laptop Policy                              | 23. Freeware and Shareware Policy                    |
| 9. Password Policy                            | 24. IT Access Control Policy                         |
| 10. Patch Management                          | 25. Operation Security                               |
| 11. User Registration Access Management       | 26. IT Incident Recording and Reporting Policy       |
| 12. Policy for Working in Secured Areas       | 27. Personally identifiable information policy (PII) |
| 13. Visitor Policy                            | 28. Data Protection Policy                           |
| 14. Work Station Policy                       | 29. Cloud Security Policy                            |
| 15. Cryptographic Policy                      |  |

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## 2.2 GDPR Policies (06 policies)

It covers guideline applied as per GDPR guidelines. The policy document templates are provided to frame the GDPR implementation as listed below.

### List of Policies

- |  |  |
|--|--|
| 1. Data Protection Policy                | 4. Cross-border processing or transfers of personal data |
| 2. Privacy by Design / by Default Policy | 5. Data Classification Policy                            |
| 3. Data Retention Policy                 | 6. Cookies Policy  |

## 3. GDPR & Information Security Procedures

### 3.1 Information security procedures (20 procedures)

It covers sample copy of mandatory all the Information security management system procedures covering all the details as per ISMS requirements.

### List of ISMS Procedures

- |  |   |
|--|---|
| 1. Procedure for Management Review                                     | 11. Procedure for Organization Security                   |
| 2. Procedure for Documented Information Control                        | 12. Procedure for Assets Classification & Control         |
| 3. Procedure for Corrective Action                                     | 13. Procedure for Human Resource Security                 |
| 4. Procedure for Control of Record                                     | 14. Procedure for Physical and Environmental Security     |
| 5. Procedure for Information Security Management System Internal Audit | 15. Procedure for Communication & Operational Management  |
| 6. Procedure for Control of Nonconformity and Improvement              | 16. Procedure for Access Control                          |
| 7. Procedure for Personnel and Training                                | 17. Procedure for System Development and Maintenance      |
| 8. Procedure for Scope Documentation for Implementation                | 18. Procedure for Business Continuity Management Planning |
| 9. Approach Procedure for ISMS Implementation                          | 19. Procedure for Legal Requirements                      |
| 10. Procedure for Risk Assessment                                      | 20. Procedure for ISMS change management                  |

### 3.2 GDPR Procedures: (06 Procedures)

It covers sample copy of mandatory all the general data protection regulation procedures covering all the details as per GDPR requirements.

### List of GDPR Procedures

1. Data Inventory Procedures
2. Obtaining Valid Consent
3. Data Protection Impact Assessment
4. Subject Access Request Procedure
5. Data Breach notification & handling Procedures
6. Procedure for handling GDPR Data Subject Rights

## 4. Standard Operating Procedures (09 SOPs)

It covers sample copy of SOPs to link with significant aspects issues in the organization. It takes care of all such issues and used as a training guide as well as to establish control and make system in the organization. The samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements.

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## List of SOPs

1. SOP for Liaison with specialist organizations
2. SOP for Group Internet and E-mail Usage
3. SOP for Software configuration management
4. SOP for Server hardening
5. SOP for the Management of removable media
6. SOP for the Handling of virus attacks
7. SOP for Information security incident management
8. SOP for Audit trails
9. SOP for Business Continuity Plan

## **5. Process Flow Charts (06 Process Flow Charts)**

It covers guideline for processes, process model. It covers process flow chart activities of all the main and critical processes with input-output matrix for manufacturing organization. It helps any organization in process mapping as well as preparing process documents for own organization.

### List of Process Flow Chart

1. Tax Account Related BPO-Work
2. Marketing
3. Purchase
4. Software Development
5. HRD and Training
6. Web Application

## **6. Blank Formats (61 Blank formats)**

It covers sample copy of blank forms required to maintain records as well as establish control and make system in the organization. The samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements.

### List of blank formats

- |   |   |
|---|---|
| 1. Visitor Entry Register                                   | 32. Security incident Investigation Form          |
| 2. Employee leaving/transfer/termination Checklist          | 33. Capacity Planning                             |
| 3. Employment confidentiality and Non-competition agreement | 34. Business Continuity Test Report               |
| 4. Job Description and Specification                        | 35. ISMS Objective Monitoring Report              |
| 5. Supplier confidentiality and Non-competition agreement   | 36. Key Activities Input and Output               |
| 6. Training Calendar  | 37. Asset Identification and Classification       |
| 7. Employees Competence Report                              | 38. Statement of Applicability report             |
| 8. Induction Training Report                                | 39. Implementation of Recommended Controls        |
| 9. Training Report  | 40. Outsourced Service Details                    |
| 10. Skills Matrix Sheet                                     | 41. Breakdown History Card                        |
| 11. Purchase Order  | 42. Preventive Maintenance Checklist              |
| 12. Material Inward / Outward Record                        | 43. Master List and Distribution List of Document |
| 13. Approved Supplier List                                  | 44. Change Note                                   |
| 14. Contract Review Checklist / Summary of Contract         | 45. Corrective Action Report                      |
| 15. Customer Complaint Report                               | 46. Master List of Record                         |
| 16. Customer Feedback Form                                  | 47. IS Objectives Plan                            |
| 17. Service level agreement                                 | 48. Audit Plan / Program                          |
| 18. Software Project Plan and Review Approval Register      | 49. ISMS Internal Audit NCR Report                |
| 19. Minutes of meeting                                      | 50. ISO 27001:2022 Audit Checklist Report         |
| 20. Configuration Items List                                | 51. Continual Improvement Monitoring Log          |

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- |  |   |
|--|---|
| 21. Change Request                                 | 52. Change management request form                |
| 22. Asset Identification and Classification        | 53. Communication report                          |
| 23. Risk Assessment and Treatment Plan             | 54. Minutes of meeting                            |
| 24. New User Creation Form                         | 55. List of licenses                              |
| 25. Media Disposal and Scrap Record                | 56. Data Breach notification & investigation form |
| 26. Parent/legal guardian consent form             | 57. Inter Company Agreement                       |
| 27. Parental consent withdrawal form               | 58. Data Subject Consent Withdrawal Form          |
| 28. GDPR consent form                              | 59. DPO appointment letter                        |
| 29. DPIA Template                                  | 60. Access Request Confirmation Letter            |
| 30. Standard Contractual Clauses for Third Parties | 61. Data Subject Right to erasure request form    |
| 31. Data subject action request form               |   |

## 7. Filled formats (34 Filled formats)

It covers sample copy of filled forms required to maintain records as well as establish control and make system in the organization. The filled samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements.

### List of filled formats

- |   |   |
|---|---|
| 1. Asset Register and Evaluation – sample 1           | 18. ISO/IEC 27001:2022 Audit Checklist Report |
| 2. Asset Identification and Classification – sample 2 | 19. Communication report                      |
| 3. New User Creation Form                             | 20. Customer Complaint Report                 |
| 4. Media Disposal and Scrap record                    | 21. Customer Feedback Form                    |
| 5. Security incident & investigation form             | 22. Approved Supplier List                    |
| 6. Capacity Planning                                  | 23. Supplier registration form                |
| 7. Business Continuity Test Report                    | 24. Training Calendar                         |
| 8. ISMS Objectives Monitoring Sheet                   | 25. Employees Competence Report               |
| 9. Visitor Entry Register                             | 26. Induction Training Report                 |
| 10. Employee Leaving/Transfer/Termination Checklist   | 27. Training Report                           |
| 11. Master List and Distribution List of Document     | 28. Skills Matrix Sheet                       |
| 12. Change Note                                       | 29. Breakdown History Card                    |
| 13. Corrective Action Report                          | 30. Preventive maintenance checklist          |
| 14. Master List of Records                            | 31. Master Compliance Matrix                  |
| 15. Objective Plan                                    | 32. People Assets                             |
| 16. Audit Plan / Program                              | 33. Scope Document for ISMS Implementation    |
| 17. ISMS Internal Audit Non-Conformity Report         | 34. Vulnerability Assessment Tools List       |

## 8. Audit Checklist (More than 500 Audit check list questions)

ISMS requirement wise as well as technical audit checklist and best practices are given.

1. ISMS Good Practices Audit Checklist
2. ISMS Clausewise
3. Controls Audit Checklist

## 9. Job description (11 job description)

It covers sample copy of job descriptions. List given below;

### List of job description

- |   |  |
|---|--|
| 1. Job description for Director                                 | 7. Job description for Networking Engineer |
| 2. Job description for Finance & Account manager                | 8. Job description for Project Manager     |
| 3. Job description for HR Head                                  | 9. Job description for QC Head             |
| 4. Job description for IS Manager                               | 10. Job description for Software Developer |
| 5. Job description for IT consultant                            | 11. Job description for DPO                |
| 6. Job description for Marketing & business development manager |  |

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### 10. Sample MRM

It covers sample copy management review meeting, agenda of management review meeting and objective review.

### 11. Filled sample risk sheet

It covers sample copy filled risk assessment and treatment plan as per information security management system requirements.

### 12. Filled Statement of applicability (SOA)

It covers sample copy filled statement of applicability (SOA) as per information security management system requirements.

### 13. GDPR alongwith ISO 27001 Compliance Matrix

This compliance matrix contains GDPR alongwith ISO 27001:2022 requirement wise list of documented information for easy reference of users and to understand how this system is made.

## Chapter-2.0 ABOUT COMPANY

Global manager group is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of over 25 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certification and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries**. **Our readymade training kit and editable documentation kit help the clients in making their documents with ease and complying with the related ISO standard faster.**

1. Our promoters and engineers have rich experience of providing management training and ISO series consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries**.
2. We are a highly qualified team of 80 members (M.B.A., Degree Engineers). Our Director has rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certification for our clients from reputed certifying bodies. We possess a branded image and are a leading name in the global market.
4. We suggest continual improvement and cost reduction measures as well as provide highly informative training presentations and other products that give you payback within 2 months against our cost.
5. So far, we have trained more than 50000 employees in ISO series certification.
6. We have spent more than 60000 man-days (170 man-years) in the preparation of ISO documents and training slides.

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4. Hard work and updating the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. Establishing strong internal control with the help of system and use of the latest management techniques.

### Chapter-3.0 USER FUNCTION

#### 3.1 Hardware and Software Requirements

##### A. Hardware

- Our documentation kit can better perform with P4 and higher computers with a minimum of 10 GB hard disk space.
- For better visual impact, you may keep the setting at high color.

##### B. Software

- Documents are written in MS-Office 2007 and Windows XP programs. You are, therefore, required to have MS-Office 2007 or higher versions with Windows XP.

#### 3.2 Features of Documentation kit

- The kit contains all necessary documents as listed, and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- This kit will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The contents of this kit are developed under the guidance of experienced experts.
- The kit provides a model of the management system that is simple and free from excessive paperwork.

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### Chapter-4.0 BENEFITS OF USING OUR DOCUMENTATION KIT

1. By using these documents, you can save a lot of your precious time while preparing the GDPR and ISMS documents.
2. The kit takes care of all the sections and sub-sections of GDPR compliance and ISMS standards and helps you to establish better system.
3. This documentation kit enables you to change the contents and print as many copies as you need. The users can modify the documents as per their industry requirements and create their own GDPR and ISMS documents for their organization.
4. It will save much cost in document preparation.
5. You will get a better control in your system due to our proven formats.
6. You will also get a better control in your system as our proven documents and templates are developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO consultancy.
7. Our products are highly sold across the globe and are used by many multinational companies. They have got total satisfaction as well as experienced value for money.
8. In the preparation of documentation kit, our team has verified and evaluated the entire content at various levels. More than 1000 hours have been spent in the preparation of this documentation kit.
9. The entire kit is prepared by a globally proven team of leading ISO consultants.

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On completion of the secured purchase, we provide a username and password to download the product from our FTP server. We provide instant online delivery of the kit to the users by sending an e-mail of username and password.

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