



**SQFT Knowledge Services**

# ISMS DOCUMENT CONTROL POLICY

## ISMS Document Control Policy

### Document Revision History

Version	Document No	Date	Brief summary of changes	Prepared By	Approved By
1.0	SQFT/ISMSD /POL/020	1-Mar-2019	Initial version created	K.Gokhul	S.Nandhini
1.0	SQFT/ISMSD /POL/020	1-Mar-2020	Reviewed and no changes done	K.Gokhul	S.Nandhini
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1.1	SQFT/ISMSD /POL/020	03-Jan-2023	Reviewed and updated the policy for Privacy management systems	K.Gokhul	S.Nandhini
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## **ISMS Document Control Policy**

### **1 PURPOSE**

Documentation is one of the primary requirements of a mature Privacy Information Management System(PIMS). This policy defines the requirements of an effective document control methodology that will be practiced by SQFT KS for its PIMS. Effective document control not only helps easy identification and categorization but also helps in ascertaining the relevance and sensitivity of the document under control.

### **2 SCOPE**

This policy applies to all policies, procedures and records that form part of the Privacy Information Management System of SQFT KS.

### **3 POLICY**

- SQFT KS shall establish a uniform and consistent method for preparing and handling documentation, specify who controls documentation and identify the location of documentation storage for all the ISMS related documents and records.
- A defined version control shall be in place to address the Document Change Management.
- Adequate measures shall be undertaken to preserve the integrity and availability of the documents.

### **4 EXECUTIVE OWNER**

- Chief Operating Officer will be the executive owner of the policy.
- The policy and revisions shall be approved by the Chairperson of the Information and Privacy Security Steering Committee.
- The Chief Operating Officer will be responsible for implementing and executing the policy mentioned in this document as well as the procedures in the related documents.
- The document control requirement for records shall be the responsibility of the respective departments.

### **5 ROLES AND RESPONSIBILITIES**

Abbreviations

P – Primary Responsibility

- - Cooperative Responsibility

## ISMS Document Control Policy

### Responsibility

S.No	Activity	COO	Users / Groups / Departments
1	Definition of document categories	P	•
2	Assignment of category codes	P	•
3	Document Control of Policies and Procedures	P	•
4	Control of records	•	P

## 6 DEFINITIONS

Head	Group/Department Head
COO	Chief Operating Officer
ISPSC	Information Security and Privacy Steering Committee
PIMS	Privacy Information Management System

## 7 ASSOCIATED DOCUMENT

- Control of Document Procedure (SQFT/COD/PRO/009)

## 8 DOCUMENT MAINTENANCE

- Chief Operating Officer shall be responsible for document control and any changes.
- Updates shall be discussed in the ISPSC under the guidance of COO.
- COO shall forward the document to Chairperson of the ISPSC for approval, after review.

**End of Document**