Information treatment

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1. Subject

1.1 Purpose

The purpose of this procedure is to present how we control the handling of assets in order to protect information in our organization.

1.2 Scope

The scope of this procedure applies to all users and the various authorized accesses.

1.3 Glossary

ISM – information security manager

2. Responsibility

The information security manager (ISM) has the authority to write and update this procedure. He is responsible for its implementation. He has the support of the director.

3. Documents

3.1 Procedures and policies

Information transfer
Information security
Procedures
Access control
Backup
Acceptable use of information

3.2 Records

Classification plan
Network control

4. Requirements of ISO 27001: 2022

A.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.

5. Development

The rules for the correct and acceptable use of information and associated assets are determined in the following procedures and policies:

- information transfer
- information security
- access control
- backup

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Information access restrictions meet the protection requirements for each level of the Classification plan.

The backup policy establishes the rules allowing copies of information to benefit from the same level of protection as the original information.

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