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**PROCEDURE FOR IDENTIFICATION OF REQUIREMENTS**

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| **Date** | **Version** | **Created by** | **Description of change** |
|  | 0.1 | 27001Academy | Basic document outline |
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# Purpose, scope and users

The purpose of this document is to define the process of identification of interested parties, as well as legal, regulatory, contractual and other requirements related to information security, and responsibilities for their fulfillment.

This document is applied to the entire Information Security Management System (ISMS).

Users of this document are all employees of [organization name].

# Reference documents

* ISO/IEC 27001 standard, clause 4.2, and A.5.31
* Information Security Policy

# Identification of requirements and interested parties

[Job title] is responsible for identifying (1) all persons or organizations that can affect or can be affected by information security management (interested parties), and (2) all related legal, regulatory, contractual and other requirements.

[Job title] will define who will be responsible for compliance with each individual requirement, and which interested parties are to be notified when changes occur.

[Job title] must list all requirements, interested parties, and responsible persons in the “List of Legal, Regulatory, Contractual and Other Requirements,” and publish that List in [guidelines for publishing the List].

Every employee in [organization name] must notify [job title] if he/she comes across any new legal, regulatory, contractual or other requirement that might be relevant to information security management.

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