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**INCIDENT MANAGEMENT PROCEDURE**

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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 ensure quick detection of security events and weaknesses, and quick reaction and response to security incidents.

This document is applied to the entire Information Security Management System (ISMS) scope, i.e. to all employees and other assets used within the ISMS scope, as well as to suppliers and other persons outside the organization who come into contact with systems and information within the ISMS scope.

Users of this document are all employees of [organization name], as well as all abovementioned persons.

# Reference documents

* ISO/IEC 27001 standard, clauses 7.4, A.5.7, A.5.24, A.5.25, A.5.26, A.5.27, A.5.28, A.6.4, and A.6.8
* Information Security Policy
* [List of Legal, Regulatory, Contractual and Other Requirements]

# Incident management

An information security incident is a "single or a series of unwanted or unexpected information security events that have a significant probability of compromising business operations and threatening information security" (ISO/IEC 27000:2018).

## Receipt and classification of incidents, weaknesses and events

Each employee, supplier, or other third party who is in contact with information, systems, or sensitive areas of [organization name] must report any threat, system weakness, incident, or event that could lead to a possible incident in the following way:

1. […]

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