**Certification Scope:**

The provision of managed information systems to Queen Mary University, London, by the IT Services department, in accordance with the Statement of Applicability version 1.0

**Scope Diagram:**

A diagram of a human resources company

Description automatically generated

**Scope Use Cases:**

**System Developer**

As a System Developer employed within ITS, my role is to carry out modifications and enhancements to the Student Records System (SITS) using an ITS-managed laptop within Department W. For my role, the ISMS will mean I need to understand and adhere to the following policies:

* ISMS information security policy
* Information security incident management and reporting
* Configuration and change management
* Third party assessment and management
* Information classification
* Data retention
* Information transfer
* Access control
* Secure development lifecycle
* Acceptable use policy

**Supplier Manager**

As a Supplier Manager employed within ITS, my role is to assess and procure ITS-related services. I use an ITS-managed laptop within Department W. For my role, the ISMS will mean I need to understand and adhere to the following policies:

* ISMS information security policy
* Information security incident management and reporting
* Third party assessment and management
* Information classification
* Data retention
* Information transfer
* Acceptable use policy

**HR specialist**

As a HR specialist employed by the University but not specifically ITS, my role is to onboard and support members of staff as well as to handle leavers. I use an ITS-managed laptop within Department W. If the member of staff belongs to ITS, then I need to understand and adhere to the following policies:

* Acceptable use
* Joiners, movers and leavers

I also need to adhere to the memorandum of understanding between ITS and HR.

**Project manager**

As a project manager employed within ITS, my role is to lead internal ITS projects of various sorts. I use an ITS-managed laptop within Department W. For my role, the ISMS will mean I need to understand and adhere to the following policies:

* ISMS information security policy
* Information security incident management and reporting
* Configuration and change management
* Third party assessment and management
* Information classification
* Data retention
* Information transfer
* Acceptable use policy

**Receptionist**

As a receptionist employed within ITS, my role is to manage the reception desk in Department W. For my role, the ISMS will mean I need to understand and adhere to the following policies:

* ISMS information security policy
* Information security incident management and reporting
* Information classification
* Information transfer
* Physical and environmental security
* Acceptable use policy