

GDPR Template PDF sample

• Purpose, scope and users

The purpose of this document is to clearly define the boundaries of the **GDPR** and elements of the Information Security Management System (**ISMS**) that is applied withinLtd.

Users of this document are members ofLtd management.

Commented [dk1]: All documents can be template adjusted, to match your business model, assuming those changes meet the principles of the GDPR and the Data Subjects Rights remain fully compliant.

Commented [dk2]: Scope should be kept simple

• Reference documents

- Project Plan document for GDPR, and or ISO 27001 elements if applicable.
- List of legal, regulatory, & contractual requirements

• Definition of scope

Such information is to be protected, no matter whether it is additionally stored, processed or transferred in or out of the GDPR scope. The fact that some information is available outside of the scope doesn't mean the security measures won't apply to it, only meaning that the responsibility for applying the security will be transferred to a third party (Processor), who manages that information; for example: I.T. Service, HR Services, Accounting Services or Legal Services, who will provide external critical services to the business.

The scope is defined as specified in the following items:

1. Processes and services

The Companies Employees, Clients and 3rd Party Suppliers personal data, services and/or business policies/processing activities and personal data are included in the scope.

2. Organizational units

The organizational owners/departments, which is included in the scope, are separated by user access through restricted administration rights, which are password protected by senior management and located in H.R., I.T., Finance, Sales & Marketing folders/files. Control docs should have a central I.D. for ease of identification of all.

3. Networks and IT infrastructure

The organizational owners/departments as networks and related IT infrastructure, which is included in the scope, are separated by user access through restricted administration rights, which are password protected by senior management, located in the relevant H.R., I.T., Finance, Sales & Marketing folders/files.

Commented [dk3]: It is important to ensure external suppliers who will provide key services are properly identified and have GDPR compliance with this business.

4. Exclusions from the scope

The following individual organizational elements, not included in the scope are: **External Sub Contractors, Consultants**, whose data is either not collected, or the information is encrypted.