ISO27001/ISO17799 Documentation Toolkit: USER INSTRUCTIONS

INTRODUCTION

1. The most important aspect of your ISMS documentation is that it has to be your own. It has to reflect your organizational culture, your risk assessment and your risk control decisions.
2. The biggest danger in using any set of model documents is that they can deprive your Organization of the opportunity to really understand what it is doing. The result can be that the ISMS implementation fails, either immediately or in the long term.
3. This documentation toolkit is created specifically to avoid that danger. The templates are substantial and detailed; the areas in which you need to make detailed decisions are also numerous and are identified throughout the model documents by means of [square brackets], comments[AC1] or footnotes[1]. You need to resolve each of these issues individually and delete it from your master document in the process of carrying through your project.
4. Creating your ISMS documentation is a big task. This **Documentation Toolkit** will save you a lot of time- but you'll still have a lot of work to do.
5. The **Documentation Toolkit** refers throughout to the 3rd edition of *IT Governance: a Manager's Guide to Data Security and BS7799/ISO17799*, published in June 2005.
6. This documentation toolkit is comprehensive, but it is not exhaustive. There may be risks for which appropriate controls are not identified in ISO 17799; there may be organizational or business issues which are not reflected in the scope of these documents. You should simply amend and improve these documents as you see fit. Please feel free to share with us (feedback@itgovernance.co.uk) any improvements that you think we should make – that would help the general level of information security implementation throughout the world.
7. From time to time, we will issue new versions of this toolkit that incorporate improvements that have come, either through customer feedback or through our own experience in the field; we will automatically issue updated versions to every purchaser of the toolkit for a 12-month period following the initial purchase.
8. This toolkit is (like the standard itself) designed to be jurisdictionally and legally agnostic; you will need, at many points throughout the documentation process, to consult your lawyers on specific issues. All of the areas where you need legal advice are appropriately identified.
9. This toolkit is also (like the standard itself) technologically agnostic; you will need, at many points throughout the process, to amend or draft documents that reflect your own technological solution.
10. Given all that, this toolkit will still save you months of labor!
11. The support service, and how you access it, is described at the end of the document,

BEFORE YOU START

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[1] Footnotes are like this, and can be deleted individually as you deal with each issue or no longer need the reference.