Contents

RM:All risks

● ● ● **Risk matrix**

	Impact →	Negligible (A)	Marginal (B)	Considerable (C)	Crit (D
Consequence	Environment (IE)	Slight effect	Minor effect	Localized effect	Major e
	Asset (IA)	Slight damage	Minor damage	Medium damage	Major damag
	Health (IH)	Slight physical or mental harm	Minor physical or mental harm	Major physical or mental harm	Single fatality
	Business continuity (IB)	Minor visible or barely recognizable disruption of service	Recognizable temporary disruption of service	Minor functional (permanent) disruption of service	Major functio (perma disrupt of serv
	Data protection (ID)	No data loss / no data disclosure	Loss of rebuildable secondary data, disclosure of public data	Loss of easily recoverable data, disclosure of internal data	Loss of recove data, disclos of som protect data
	Certain (5) 81-100%	A5	B5	C5	D
	Likely (4) 61-80%	A4	B4	C4	D
	Possible (3) 41-60%	A3	B3	C3	D
	Unlikely (2) 21-40%	A2	B2	C2	D

↓ **Probability (within 5yrs)**	Improbable (1) 0-20%	A1	B1	C1	D

Audit reports

Approved: 11:22, 17 July 2023 / Revision: 11:22, 17 July 2023

Page	Audit status	Auditor	Audit execution date	Audit planned date	Status
Compliance Check of the Compliance Requirements of the IT Services Department	open	Sandra Meier		August 15, 2024	●

IR:All incidents

Integrated Management System

An **Integrated Management System** (IMS) brings together various sets of rules that serve corporate governance. For example:

- Quality management (ISO 9001)
- Rik management (ISO 31000)
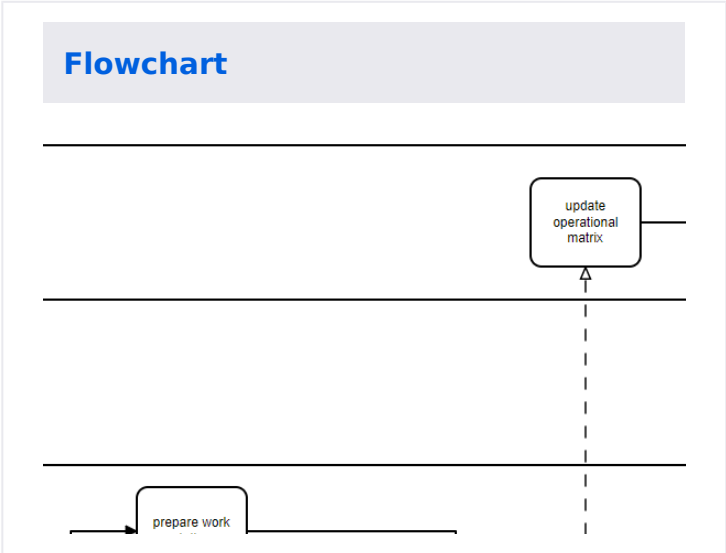- Environmental protection and occupational safety management (ISO 14001 and ISO 45001).

Management systems in a wiki

Wikis have established themselves as appropriate systems for the organization of management systems:

- *Central storage:* The rules and regulations are available centrally and online for all employees.
- *Search function:* Content can be quickly found via the search function and is perfectly pre-sorted via namespaces and categories.
- *Version-based editing:* Content can be edited and easily maintained in no time at all using a visual editor and forms.
- *Document control:* Templates, workflow and release functions ("control of documents") support the editorial processes.

Example pages

Process map

Management processes

Organization Management

Asset Management

Core processes

Supply & Procurement

Manufacturing

Flowchart

update
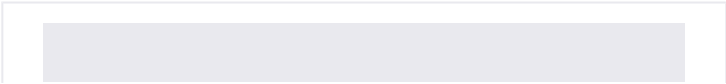operational
matrix

prepare work

Role definitions

ns

New page

	Role description
	Planning, coordination and control of the products and services to be marketed and sold
	Operational planning and control of the project to achieve the project goals.

Process descriptions

ptions

New page

⬍	Business unit ⬍	Process owner⬍	Approval state⬍
	Company, Project Management	Andrew Hayes	Approved
	Project Management, Sales	Margie Castillo	Approved
	Company	Carlos Olson	Approved

Work instructions

ions

New page

⬍	Business unit ⬍	Process owner ⬍	Approval state ⬍	
	Sales	Andrew Hayes	Approved	N
	Sales	Margie Castillo	Approved	J

Risk entries

Add new risk

Search:

⬍	Affected Domain ⬍	O Factor ⬍	M Factor ⬍	Current Level ⬍	Curre Proba
ess uity		D3		Medium	Possible

Incident reports

...er data accidentally disclosed	Reported inte...
...rotection	Reported ext...
...9/21	Closed?
...confidential customer data	

...customers data was accidentally exposed for 5 minutes in the ticket.

RM:Mobile devices

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view all risks   ✎ edit

Mitigated risk							
Factor	B3	**ID**	AS1	**Affects**	Asset Data protection	**Fac**	
Level	Low	**Discovered on**	2021-11-26	**Owner**	User: Parnoux	**Lev**	
Probability	Possible	**Domain**	External	**Measures exist?**	no	**Pro**	
Impact	Marginal	**Incidents**	1	**Last audit**		**Imp**	

Contents

Reported incidents

Incident page	Date	Incident Name	Incident Type	Closed?
Lost laptop	2021-12-02	Lost laptop	Asset Data protection	No

Risk description

The company generally provides employees with a laptop and other mobile devices as standard equipment. Since these are also used in the home office and at customer appointments, there is a risk of loss outside the office. The main risk here is the loss of data, both internal and customer data.

Risk treatment considerations

The following considerations were included in the risk treatment:

- Loss of a device in public transport or other public places (restaurant, hotel, etc.)
- Statutory data protection requirements
- Data classification (for data protection risks): public, internal, confidential, strictly confidential
- Replacement costs

Risk treatment plan

The purpose of a risk management plan is to show: (1) what actions are planned, (2) how they will be implemented, and (3) whether they have already been implemented. It is important that the implementation of the plan and the state of planning and implementation of the plan are understood by all concerned. It should also be possible at any time to track the progress towards the plan.

Technical measures

- All mobile devices are password-protected (only strong passwords are technically possible) and can be locked "remotely". (implemented)
- All devices are physically marked with stickers and provided with a telephone number (implemented)
- Passwords are generally not saved directly, but via the central password manager Bitwarden. (implemented)

Organisational measures

- All employees complete an annual training course on data protection. The topic of data loss is dealt with here. (implemented)
- In all cases of loss, the internal and external reporting requirements are checked and applied in accordance with the guidelines. (implemented)