

Monitoring, Measurement, Analysis and Evaluation Policy

Objective and Scope

The objective of this document is to provide a monitoring, measurement, analysis and evaluation plan to provide overarching evidence that the ISMS is effective for business needs and meets the ISMS objectives.

This document should be read in conjunction with the Performance Evaluation - Monitor and Measure, Procedure.

Roles, Responsibilities and Authorities

The Operations Director or competent delegate takes ownership of systems and regulatory compliance.

This role is supported by the delegated role and responsibilities as stated in the support policies and procedures listed in the scope of this document.

Legal and Regulatory

Refer Legal and Regulatory Register for a comprehensive list relevant to the ISMS.

ISO 27001/2 REFERENCES	ISO 27001: 2013 Clause ID	ISO 27002: 2013 Annex A ID	ISO 27001: 2022 Clause ID	ISO 27002: 2022 Control ID
Performance evaluation	9.0	18.1		5.35
Monitoring, measurement, analysis and evaluation	9.1	18.2		5.36

Related Information

As listed in the scope statement plus ISO 27001.

Policy

The Operations Director develops the ISMS monitoring, measurement analysis and evaluation plan and assigns responsibilities for the delivery of the plan.

Delegated roles deliver against the plan and report performance to the ISMS Representative and to committees or interested parties on request. This is an integrated process involving other support procedures with assigned roles and responsibilities as described in the reference documents below. Refer to these documents for more detailed information.

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Risk Control	Monitoring Method / Software Application	Frequency	Owner	Analysis / Evaluation Methodology	Shared with Committee, Roles, Individuals
8.5 Secure authentication in all devices Devices timeout when not in use	Synology active directory - access permissions - domain status access	100 % devices Monthly log reviews	OD	Monitoring via event log Logged in preNet IS Incident Report	MD & CM
5.18 Access rights All staff and select external individuals - supports allocating the right access	Synology active directory - access permissions - domain status access	Access directory on Synology NAS	OD	Monitoring via network access log	MD & CM
Privacy policy compliance CIA PII	Internal audit criteria: PII training records Policy - jurisdictional Acts PII - Industry code Email check re PII content	6 monthly	OD & delegated Internal Auditor	Audit Report	OD, MD & CM
8.7 Protection against malware	Antivirus & Threat prevention software Office 365 automated monthly mail flow email	Monthly log reviews and automated email alerts.	OD	Monitoring via event log Logged in preNet IS Incident Report	MD & CM
8.1 User endpoint devices	Office 365 Endpoint	Monthly log reviews and	OD	Monitoring via event log	MD & CM

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Risk Control	Monitoring Method / Software Application	Frequency	Owner	Analysis / Evaluation Methodology	Shared with Committee, Roles, Individuals
	Manager	automated email alerts.		Logged in preNet IS Incident Report	
8.16 Monitoring activities	Synology NAS – Log Center	Monthly log reviews	OD	Monitoring via event log. Logged in preNet IS Incident Report	MD & CM
7.7 Clear desk and clear screen - Screen locks	Auto lock on all machines. Manual checks and reminders every shift.	Random monthly spot check.	OD & CM	Logged in preNet IS Incident Report	MD & CM
8.13 Information backup	Synology Hyper Backup	Daily with automated email alerts.	OD	Email confirmation of all backup tasks. Test restores carried out monthly and logged in preNet IS Incident Report	MD & CM
8.6 Capacity management	Synology NAS	Monthly	OD	Logged in preNet IS Incident Report	MD & CM

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Reporting of the above is made to senior management as part of management reviews, technical reviews and general operational performance meetings.

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Policy review

This policy shall be reviewed by the policy owner annually or immediately after a process change or a policy breach is known to have occurred. Refer below for the most recent review.

History table

Date	Rev No	Changes	Reviewed By	Approved By	Training Y/N