

Information Security Management Systems (ISMS)

Scope Document

KG Invicta Services (KGiS)

[Ref: ISMS-SCO-DOC-01]

[Ver: 1.0]

[05th May 2023]

[Classification: Internal]

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Table of Contents

- 1 Document Control..... 2**
 - 1.1 Document Owner and Approval.....2
 - 1.2 Amendment History Record2
 - 1.3 Cross References2
 - 1.4 Document Sign off and Distribution2
- 2 Definitions & Glossary 3**
- 3 About the Document..... 4**
 - 3.1 Overview4
 - 3.2 Objective4
 - 3.3 Purpose4
 - 3.4 Applicability4
 - 3.5 Internal and External Context4
 - 3.6 Interested Parties5
- 4 ISO 27001 Scope Statement 6**
 - 4.1 Scope of ISO 270016
 - 4.2 Scope Exclusions and Justifications6

1 Document Control

1.1 Document Owner and Approval

KGiS's Information Security Office (ISO) is the owner of the ISMS scope document and responsible to review and update the ISMS scope at planned intervals or if significant changes occur to the organizational environment in line with the requirements of ISO/IEC 27001:2013, Information Assurance and Other Cyber / Information Security Compliance of India.

A current version of this document is available to all KGiS members at the corporate Intranet and is published on [05th May 2023].

This ISMS scope document is reviewed by Information Security Officer and approved by Head of ICT.

Name: Shanmugam C

Designation: GM ICT

Signature:

Date: 05th May 2023

1.2 Amendment History Record

Version	Description of Change / Action	Resource	Date
1.a	New draft baseline	Harikrishnan P	04 th May 2023
1.0	Approved	Shanmugam Chinnasamy	05 th May 2023

1.3 Cross References

All reference documents available in – Shared Folder
ISO 27001– Information technology – Security Techniques – Information security – Requirements
ISO 27002 – Information technology – Security techniques – Code of practice

1.4 Document Sign off and Distribution

Name	Designation	Signature	Version	Date
Shanmugam Chinnasamy	GM- ICT		1.0	05 th May 2023

Document Distributed for Internal Approval.

Stakeholder	Date
All Head of Departments and Departments	

2 Definitions & Glossary

Term	Definition
ISMS	Information Security Management System (ISMS) is a systematic approach to managing sensitive company information, so that it remains secure. The goal of an ISMS is to minimize risk and ensure protection of Information systems and data by defining and Implementing ISO 27001 processes and controls. An ISMS typically addresses employee behaviour and processes as well as data and technology.
ISO 27001:2013	(ISO/IEC 27001:2013) is the international standard that provides the specification for an information security management system (ISMS). The Standard is designed to help organisations manage their information security processes in line with international best practice while optimising costs.

3 About the Document

3.1 Overview

KG Invicta Services Pvt Ltd (KGiS) is a part of \$750M KG Group of Companies, a premier industrial group in South India, with 80+ years of multi-vertical focus. KGiS is an invincible leader in experience-centric Business Process Consulting and Management (BPCM) serving the global market since 1994. KGiS brings in top talents, futuristic technology, and effective strategies to deliver incremental business value that contributes to exponential growth. Being a reliable name in the outsourcing world, KGiS has delivered extraordinary results in managing the business processes of global enterprises and enabling them to focus on their core businesses. KGiS looks beyond the opportunity of providing cost savings and work with clients to become a complete transformational partner. KGiS provides effective Customer Lifecycle Management (CLM) which can enable powerful customer interaction strategies that power significant business growth and profitability. Today, they have gradually evolved from delivering business support services to achieving operational efficiency through end-to-end BPCM services. KGiS is committed to deliver services with incremental business value to our clients. With thought leadership, world-class infrastructure, and exceptional services, KGiS provides businesses a competitive advantage that propels them to achieve improved results.

KG Invicta Services Pvt Ltd (KGiS) understands its contractual and legal obligations to limit the impact of a cyber-attacks and disruption to its Information assets, operations and continue to deliver services to its customers, shareholders, and partners on a secure manner.

3.2 Objective

The objective of implementation of ISO 27001:2013 is to provide management direction and support for information security in accordance with business requirements and relevant laws and regulations. Management of KGiS ICT Department has prioritized the implementation of ISO 27001:2013 standard as a strategic requirement and to comply with the International Information security standard.

3.3 Purpose

The purpose of this document is to define ISMS scope and boundaries for KG Invicta Services Pvt Ltd (KGiS). This document is prepared in alignment with ISO 27001:2013 documentation requirements.

3.4 Applicability

This ISMS scope document applies to employees, contractors and third-party service providers of KGiS ICT department.

3.5 Internal and External Context

Below is the list of internal/external requirements and opportunities in accordance to which KGiS would implement its ISMS:

- **Contractual requirements:** Requirements to implement Information Security Controls for strategic partnerships and clients.

- **Legal & Regulatory requirements:** Compliance to HIPAA (Health Insurance Portability and Accountability Act of 1996), Compliance to PCI-DSS (The payment Card Industry Data Security Standard) and System and Organization Control (SOC) compliance standard for service organizations, developed by the American Institute of CPAs (AICPA)
- **Reputational requirements:** To maintain the image of leading Business Process Consulting and Management with reputable service continuity.
- **Audits and Compliance:** Internal and external audits through non-compliances, observations and opportunities for improvement.
- **Best Practices:** Adherence to the requirement of ISO/IEC 20000:2018, ISO/IEC 22301:2012 & ISO/IEC 27001:2013 & ISO 9001:2015 standard requirements.
- **Customers:** Adhering to Information Security requirements provided by customers.

3.6 Interested Parties

The following table depicts the interested parties in terms of Internal and external compliance requirements.

Organization	Interested parties	Requirements
KG Invicta Services Pvt Ltd (KGiS)	Internal audit	Compliance to Policies and regulatory requirements.
	HIPAA	Compliance to HIPAA.
	PCI-DSS	Compliance to PCI-DSS.
	Information security	Security requirements included in RFP and RFQ.
	Vendors & Partners	NDA and SLA.
	Internal Divisions and Department	Information Security Policies & Advisory service.
	Projects	Security requirements are reviewed at various stages of the project.
	Customers	Compliance to SOC and other customers' requirements.

4 ISO 27001 Scope Statement

ISMS Scope Statement

The scope of our ISO 27001 certification includes the provision of cloud computing services and the management of data security and integrity within our data centers, network infrastructure and associated support functions. This is in accordance with Statement of Applicability version V1.0_18052023.

4.1 Scope of ISO 27001

The scope of this ISO 27001:2013 Implementation covers the followings sections in ICT Department

No.	Category	Scope
1	Locations	KGISL Campus, 365 Thudiyalur Road, Saravanampatti, Coimbatore, Tamil Nadu, India.
2	ICT Department	<ul style="list-style-type: none">IT ManagementInformation Security GovernanceIT InfrastructureSystemsHR & AdminDevelopment
3	People	<ul style="list-style-type: none">All ICT employees

4.2 Scope Exclusions and Justifications

The ISO 27001:2013 Implementation scope does not include the following:

- Finance, Operations, Human Resources & Admin, Procurement & Contracts, Facilities & Services.
- Internal and External Customers of KGIS ICT Department.
- 3rd Party service providers/Contractors.