

Zelt: BMS SCOPE

Organisational Overview

The provision of software services encompassing a SAAS platform to manage HR, payroll and IT for businesses within the UK.

Interested Parties & Requirements

- Shareholders and company board
 - Company complying with legal and regulatory requirements
 - Business meeting objectives
 - Contractual agreements with customers, employees and certain third party suppliers
 - Avoidance of data breaches
 - Avoidance of fines related to data breaches
 - Avoidance of reputational damage due to data breaches
- Employees
 - Company complying with legal and regulatory requirements
 - To have a safe place of work
 - To ensure that there's the appropriate protection of both customer and employee data
 - To be given appropriate guidance on the information management system
- Information Commissioner's Office (ICO) & regulators
 - Company complying with legal and regulatory requirements
- External certification body & auditors
 - Company complying with ISO 27001 standard
- Customers
 - Company complying with legal and regulatory requirements
 - Company complying with ISO 27001 standard
 - To ensure that there's adequate protection of customer data
 - Contractual agreements in place with the company
 - Functioning products and services
- Insurers
 - Company complying with legal and regulatory requirements
 - Risk management
- Third party suppliers & outsources
 - The company complying with legal and regulatory requirements
 - Contractual agreements where applicable for products and services provided
 - Contractual agreements that cover an understanding of information security requirements
- Office neighbours
 - No negative impact from a physical or environmental POV
- Office landlords
 - No negative impact from a physical or environmental POV
 - Contractual agreements in place with the company where applicable
- Health and safety executive
 - The company complying with legal and regulatory requirements on both workplace regulations and with regards to the disposal of electronic assets

This document is uncontrolled when not viewed on the company's Activ system

Version 613

Zelt has established a Business Management System (BMS), the purpose of which is to ensure that the organisation maintains the confidentiality, integrity and availability of its information.

Scope of Certification:

The system is designed to be consistent with the context and strategic direction of the organisation and ensure compliance with:

- The requirements of ISO 27001:2017;
- All information security legal requirements;
- Any other information security requirements to which the organisation subscribes;

The system has been authorised by the Top Management of the organisation. Support for its implementation and compliance with its procedures and policies is a condition of employment for all employees.

BMS Scope

The scope of Zelt's Management System encompasses:

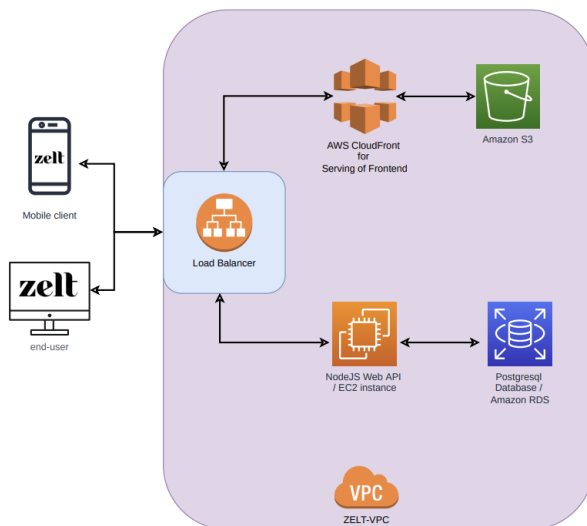
- People:
 - All employees and contractors
- Sites/Locations:
 - All sites/locations
- Products/Services:
 - In scope:
 - All part of Zelt's current and future software products. Currently known to customers as
 - People
 - Money
 - Apps
 - Devices
 - Benefits
 - All parts of Zelt's device rental solution, including both the hardware and software element mentioned above
 - Not in scope
 - Back office systems that support the operation of the business but that do not directly support in scope products and services
 - Zelt Internal HR

This document is uncontrolled when not viewed on the company's Activ system

Version 623

- Marketing & Sales
- CRM
- Finance tools
- Processes:
 - All internal business support and customer service processes that support the in scope product
- Activities:
 - All work-related activities that support the in scope product
- Technology and assets:
 - All IT and physical infrastructure at the organisation's premises and used by its employees/contractors whether on the premises or off-site;
 - All IT and physical infrastructure used by Zelt's customers regardless of location
 - All IT and physical infrastructure at hosted data sites

Zelt Network Diagram



Clause Applicability

All Clauses of ISO 27001:2017 are applicable aside from A14.2.7

For the applicability of the Clauses of ISO 27001:2017 Annex A, see the **Statement of Applicability**.

This document is uncontrolled when not viewed on the company's Activ system

Version 633