OperationsIP

OIP-GOV-001 · Version 1.0 · Effective 1 December 2026

Document Control and Policy Register

This register lists every controlled OperationsIP document. Policies are reviewed at least once a year, after any serious incident, and when laws change.

DOCUMENT	VERSION	EFFECTIVE	OWNER	NEXT REVIEW
OIP-GOV-001	1.0	1 December 2026	Director	December 2027

Register · Governance

Legal and standards basis

- ISO/IEC 27001:2022 clause 7.5 (documented information)

1. How documents are controlled

- Each document has an ID, version, owner, effective date and next review date
- The web version is the current version. Printed copies are uncontrolled
- Changes are approved by the Director and recorded with a new version number

2. Register

ID	Title	Type	Version	Next review
OIP-DAT-001	Data Classification and Handling Standard	Standard	1.0	December 2027
OIP-DAT-002	Data Retention, Deletion and Export Policy	Policy	1.0	December 2027
OIP-DAT-003	Files, Photos and Storage Policy	Policy	1.0	December 2027

ID	Title	Type	Version	Next review
OIP-DAT-004	Location Data Policy	Policy	1.0	December 2027
OIP-DAT-005	International Data Transfers and Data Residency	Policy	1.0	December 2027
OIP-DAT-006	Privacy Requests Procedure	Procedure	1.0	December 2027
OIP-GDE-001	Getting Started with OperationsIP	Guide	1.0	December 2027
OIP-GDE-002	Owner Guide	Guide	1.0	December 2027
OIP-GDE-003	Admin Guide	Guide	1.0	December 2027
OIP-GDE-004	Staff Guide	Guide	1.0	December 2027
OIP-GDE-005	Super Admin Guide (OperationsIP team)	Guide	1.0	December 2027
OIP-GDE-006	Support Team Guide (OperationsIP team)	Guide	1.0	December 2027
OIP-GDE-010	Jobs Guide	Guide	1.0	December 2027
OIP-GDE-011	Sites and Location Rules Guide	Guide	1.0	December 2027
OIP-GDE-012	Team, Roles and User Limit Guide	Guide	1.0	December 2027
OIP-GDE-013	Timesheets and Corrections Guide	Guide	1.0	December 2027
OIP-GDE-014	Settings and Branding Guide	Guide	1.0	December 2027
OIP-GDE-015	Billing and Subscription Guide	Guide	1.0	December 2027

ID	Title	Type	Version	Next review
OIP-GDE-016	Service Types Guide	Guide	1.0	December 2027
OIP-GDE-017	Signing In and Security Guide	Guide	1.0	December 2027
OIP-GDE-018	Troubleshooting and FAQ	Guide	1.0	December 2027
OIP-GOV-001	Document Control and Policy Register	Register	1.0	December 2027
OIP-GOV-002	Complaints and Customer Feedback Policy	Policy	1.0	December 2027
OIP-LEG-001	Terms of Service	Agreement	1.0	December 2027
OIP-LEG-002	Privacy Policy	Policy	1.0	December 2027
OIP-LEG-003	Data Processing Agreement	Agreement	1.0	December 2027
OIP-LEG-004	Acceptable Use Policy	Policy	1.0	December 2027
OIP-LEG-005	Cookie and Local Storage Notice	Policy	1.0	December 2027
OIP-LEG-006	Service Level and Support Policy	Policy	1.0	December 2027
OIP-LEG-007	Billing, Cancellation and Refund Policy	Policy	1.0	December 2027
OIP-LEG-008	Sub-processor List	Register	1.0	December 2027
OIP-LEG-009	Accessibility Statement	Policy	1.0	December 2027
OIP-PRD-001	Messaging and SMS Acceptable Use Policy	Policy	1.0	December 2027

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OIP-PRD-002	Responsible AI Policy	Policy	1.0	December 2027
OIP-PRD-003	Integrations and Payments Policy	Policy	1.0	December 2027
OIP-SEC-001	Information Security Policy	Policy	1.0	December 2027
OIP-SEC-002	Access Control and Sign-in Policy	Policy	1.0	December 2027
OIP-SEC-003	Support Access and Account Mirroring Policy	Policy	1.0	December 2027
OIP-SEC-004	Data Breach and Security Incident Response Plan	Plan	1.0	December 2027
OIP-SEC-005	Vulnerability Management and Responsible Disclosure	Policy	1.0	December 2027
OIP-SEC-006	Secure Development and Change Management	Policy	1.0	December 2027
OIP-SEC-007	Backup, Business Continuity and Disaster Recovery Plan	Plan	1.0	December 2027
OIP-SEC-008	Supplier and Third-Party Risk Policy	Policy	1.0	December 2027
OIP-SEC-009	Staff Security and Acceptable Use (OperationsIP team)	Policy	1.0	December 2027

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