# About scope

# Consider your organisation and what it consists of. Is it just you working from home or client’s houses or does it span across multiple locations? Do you have a physical office or shop as well as an online presence? Do you have staff who work from home or want to use their own equipment for work? Can all of your organisation have the Cyber Essentials controls applied to it?

The easiest and best answer is for your scope to be ‘whole organisation’, because this gives you the most protection and also means you qualify for free cyber insurance (if your annual turnover is less than £20,000,000 and you are domiciled in the UK).

In some cases, it is not possible to have the whole organisation in scope, for example, if you need to use old, out of support software for a particular project. In this case, you must have a way to securely separate this part of the business from the rest of your business. One solution would be to use a firewall to separate the ‘out of scope’ network from the rest of the business.

This would protect the ‘in scope’ business network from any vulnerabilities introduced by the unsupported software.  You must be able to clearly describe what the scope is (like ‘our office in Guildford only’) and how it is separated from any out of scope part of your organisation.

If you have IT equipment that never has an internet connection and does not control data flow to and from the internet, then this is automatically excluded from the scope of Cyber Essentials, and you do not need to declare it.

If you have a complex company structure and believe the assessment would not cover the whole of your organisation, you may need to seek professional advice on how you would apply controls to a subset of your organisation to allow part of it to be in scope for Cyber Essentials.

There are over 240 specially trained cyber security companies around the UK who are licensed to certify against the Government’s Cyber Essentials Scheme. They can offer help and support in preparation for the assessment.

[Find one near you.](https://iasme.co.uk/certification-bodies/)