

Information Security Policy

Purpose

The purpose of the Information Security Framework is:

- To establish an approach to information security.
- To detect and protect against the compromise of information security such as misuse of data (physical and electronic), networks, computer systems and applications.
- To protect the reputation of the company concerning its ethical and legal responsibilities.
- To observe the rights and protect the privacy of our customers.

The Company is fully committed to ensuring the Confidentiality, Integrity and Availability of the data entrusted to us by our clients and partners.

Information Security Policy

The Company recognises the disciplines of confidentiality, integrity and availability in Information Security Management are integral parts of its management function. The management of the Company sees these as primary responsibilities and fundamental to the best business practice of adopting appropriate Information Security Controls.

The Company Information Security policy seeks to operate to the highest standards continuously and to focus on continual improvement through annual review.

We will:

- Comply with all the applicable laws, regulations, and contractual obligations.
- Implement continual improvement initiatives, including risk assessment and risk treatment strategies, while making the best use of its management resources to better Information Security requirements.
- Communicate our Information Security objectives, and its performance in achieving these objectives, throughout the organization and to interested parties.
- Adopt an Information Security Management System comprising organizational policies and procedures which provide direction and guidance on information security matters relating to employees, customers, suppliers and interested parties who come into contact with it's work.
- Work closely with our customers, business partners and suppliers in seeking to establish appropriate Information Security standards.
- Adopt a forward-looking view on future business decisions, including the continual review of risk evaluation criteria, which may have an impact on Information Security.
- Constantly strive to meet, and where possible exceed, our customers, staff, and partners expectations.

Responsibility for upholding this policy is organization-wide under the guidance and with the assistance of the CEO who encourages the personal commitment of all staff to address Information Security as part of their skills.



Title: Information Security Policy

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Managing Director Name and Surname: _____

Managing Director Signature: _____

Signed at _____ **on this** _____ **day of** _____ **20** _____