

This document – Issue and Revision Details

Document Issue Revision Details				
Issue	Date	Comments	Author	Approved by
1.0	08/10/2008	Initial Version	S Griffith	J Fraser
1.1	28/01/09	Amended	J Fraser	S Griffith
1.2	05/09/2011	MRM	J Fraser	S Griffith



IMS 203 INFORMATION SECURITY POLICY

This policy's goal is to protect the organisation's information assets and those of its customers which it handles against all internal, external, deliberate or accidental threats.

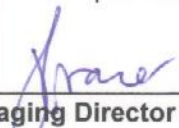
Data Eliminate Ltd is committed to ensuring the continuity of its business and to minimize the risk of damage by preventing security incidents and reducing their potential impact.

Under this policy:

- Objectives will be set and reviewed through a formal Management Review process under Board-level leadership
- Information will be protected against any unauthorised access
- Confidentiality of information will be assured
- Integrity of information will be maintained
- Availability of information for business processes will be maintained
- Legislative and regulatory requirements will be met
- Business continuity plans will be developed, maintained and tested
- Information security training will be available to employees
- All or actual or suspected information security breaches will be reported to the IMS Manager and will be thoroughly investigated
- Procedures exist to support the policy including virus control measures, passwords and continuity plans.

Everyone is responsible for information security within the company. Specifically,

- The IMS Manager is responsible for maintaining the policy and providing support and advice during its implementation.
- All managers are directly responsible for implementing the policy and ensuring staff compliance in their respective departments
- Compliance with the Information Security Policy is mandatory.


 Managing Director

5th September 2011

Page 1 of 1	Classification: Unclassified	Doc Ref: IMS203
Author: Julian Fraser	Version: 1.2	5 th September 2011