

This document – Issue and Revision Details

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1.0	08/10/2008	Initial Version	S Griffith	J Fraser
1.1	28/01/09	Amended	J Fraser	S Griffith
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1.4	18/12/2015	Add continuous imp	J Fraser	N Smethurst
1.5	22/09/17	Readopted	J Fraser	S Griffith
1.6	14 th June 2018	Readopted	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. It is also committed to achieving continuous improvements in its information security management systems,

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

14th June 2018

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Author: Julian Fraser	Version: 1.6	14 th June 2018