

Information Security Policy

Introduction

The Board of Directors and management of CIS Security Ltd, located at CIS Security Ltd, 418-426 Lewisham High Street, London, SE13 6LJ, are committed to preserving the confidentiality, integrity and availability of all the physical and electronic information assets throughout their organisation in order to preserve its competitive edge, cash-flow, profitability, legal, regulatory and contractual compliance and commercial image. Information and information security requirements will continue to be aligned with CIS Security Ltd's goals and the ISMS is intended to be an enabling mechanism for information sharing, for electronic operations and for reducing information-related risks to acceptable levels.

CIS Security Ltd's current strategic business plan and risk management framework provide the context for identifying, assessing, evaluating and controlling information-related risks through the establishment and maintenance of an ISMS. The Risk Assessment, Statement of Applicability and Risk Treatment Plan identify how information-related risks are controlled. The DPO is responsible for the management and maintenance of the risk treatment plan. Additional risk assessments may, where necessary, be carried out to determine appropriate controls for specific risks.

In particular, business continuity and contingency plans, data backup procedures, avoidance of viruses and hackers, access control to systems and information security incident reporting are fundamental to this policy. Control objectives for each of these areas are contained in our internal Y:\drive and are supported by specific documented policies and procedures.

CIS Security Ltd aims to achieve specific, defined information security objectives, which are developed in accordance with the business objectives, the context of the organisation, the results of risk assessments and the risk treatment plan.

All Employees/Staff of CIS Security Ltd and any third parties working on behalf of CIS Security Ltd are expected to comply with this policy and with the ISMS that implements this policy. All Employees/Staff, and certain external parties, will receive appropriate training. The consequences of breaching the information security policy are set out in the disciplinary policy and in contracts and agreements with third parties.

The ISMS is subject to continuous, systematic review and improvement.

CIS Security Ltd has established top level management steering group (GDPR Strategy Group), chaired by the CIS HR Director and including the Information Security Manager, DPO and other executives/and risk specialists to support the ISMS framework and to periodically review the security policy.

CIS Security Ltd is committed to achieving certification of its ISMS to ISO27001:2013 and compliance with the GDPR.

This policy will be reviewed to respond to any changes in the risk assessment or risk treatment plan and at least annually.

In this policy, 'information security' is defined as:

Preserving

This means that management, all full time or part time Employees/Staff, sub-contractors, project consultants and any external parties have, and will be made aware of, their responsibilities (which are defined in their job descriptions or contracts) to preserve information security, to report security breaches and to act in accordance with the requirements of the ISMS. All Employees/Staff will receive information security awareness training and more specialised Employees/Staff will receive appropriately specialised information security training.

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the availability

This means that information and associated assets should be accessible to authorised users when required and therefore physically secure. The computer network must be resilient and CIS Security Ltd must be able to detect and respond rapidly to incidents (such as viruses and other malware) that threaten the continued availability of assets, systems and information. There must be appropriate business continuity plans. Employees are only permitted to access the *CIS Security Ltd* network or company's email through devices issued by CIS Security Ltd that meet the agreed security standards and that are password protected. No employee is permitted to use any personal device such as mobile phone, tablet, laptop or PC to access or store any data relating to CIS Security Ltd as the security of these devices cannot be verified and therefore could present a security risk to the company.

confidentiality

This involves ensuring that information is only accessible to those authorised to access it and therefore to preventing both deliberate and accidental unauthorised access to CIS Security Ltd's information and proprietary knowledge and its systems including its network(s), website(s), extranet(s), and e-commerce systems.

and integrity

This involves safeguarding the accuracy and completeness of information and processing methods, and therefore requires preventing deliberate or accidental, partial or complete, destruction or unauthorised modification, of either physical assets or electronic data. There must be appropriate contingency including for network(s), e-commerce system(s), website(s), extranet(s) and data backup plans and security incident reporting. CIS Security Ltd must comply with all relevant data-related legislation in those jurisdictions within which it operates.

of the physical (assets)

The physical assets of CIS Security Ltd including, but not limited to, computer hardware, data cabling, telephone systems, filing systems and physical data files.

and information assets

The information assets include information printed or written on paper, transmitted by post or shown in films, or spoken in conversation, as well as information stored electronically on servers, website(s), extranet(s), intranet(s), PCs, laptops, mobile phones and PDAs, as well as on CD ROMs, floppy disks, USB sticks, backup tapes and any other digital or magnetic media, and information transmitted electronically by any means. In this context, 'data' also includes the sets of instructions that tell the system(s) how to manipulate information (i.e. the software: operating systems, applications, utilities, etc).

of CIS Security Ltd.

CIS Security Ltd and such partners that are part of our integrated network and have signed up to our security policy and have accepted our ISMS.

The ISMS

Is the Information Security Management System, of which this policy and other supporting and related documentation is a part, and which has been designed in accordance with the specification contained in ISO 27001:2013.

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A SECURITY BREACH

Is any incident or activity that causes, or may cause, a break down in the availability, confidentiality or integrity of the physical or electronic information assets of CIS Security Ltd. In the event of a security breach, you must follow the CIS Security Breach Procedure.


Document Owner and Approval

The Managing Director is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the requirements of the GDPR.

A current version of this document is available to all members of staff on the company Portal and Y:\drive. It does not contain confidential information and can be released to relevant external parties.

This information security policy was approved by the Board of Directors on 18/05/2018 and is issued on a version-controlled basis under the signature of the Managing Director.

Signature:



Date: 18th May 2018

Change History Record

Ref	Issue	Description of Change	Approval	Date of Issue
IMSM.006	9	Review of policy to incorporate GDPR requirements	Managing Director	18/05/2018