



## **INFORMATION SECURITY POLICY STATEMENT**

As part of its overall Information Security Policy, East Midlands Chamber is totally committed to the protection of information which is a business asset of significant value to the company. This policy has been written to provide a mechanism to establish procedures to protect against security threats and minimise the impact of security incidents.

The purpose of this Policy is to protect the company's information assets from all threats, whether internal or external, deliberate or accidental.

The policy covers Physical Security of premises and encompasses all forms of Information Security such as data stored on computers, transmitted across networks, printed or written on paper, stored on media or spoken in conversation or over the telephone.

All managers are directly responsible for implementing the Policy within their business areas, and for adherence by their staff.

It is the responsibility of each employee to adhere to the policy. Disciplinary processes will be applicable in those instances where staff fail to abide by this security policy.

Key elements of this policy are directly related to the ICT Acceptable Use Policy which can be found within the Staff Handbook.

### **IT IS THE POLICY OF THE COMPANY TO ENSURE THAT:**

- Risks to the information assets of the company are identified and evaluated.
- Information will be protected against unauthorised access.
- Confidentiality of information is assured.
- Integrity of information is maintained.
- Regulatory, legislative, business or contractual security obligations are met.
- Business Continuity plans will be produced, maintained and tested.
- Staff receive sufficient Information Security training.
- Measurable objectives and targets are established to facilitate continual improvement in information security.

All breaches of information security, actual or suspected, are reported and investigated by the Security Policy Review Team.

This policy shall be reviewed for effectiveness and suitability at least annually as part of the management review process.

This policy will be communicated within the organisation and may be made available to interested parties as appropriate.

**This policy has been approved by the Chief Executive.**

**Signed:**

A handwritten signature in black ink, appearing to read 'S. Knoll'.

**Title: Chief Executive**

**Date: January 2018**