

QM 1.7
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SUBJECT : INFORMATION SECURITY POLICY

RESPONSIBLE :MANAGING DIRECTOR

DEFINITION : Information Security aims of the ISO Management System.

POLICY

1. Information Security Management is the preservation of confidentiality, integrity and availability of information (including verbal, paper, electronic and film data)

Confidentiality: Ensure that information is accessible only to those authorised to use it.

Integrity: Safeguard the accuracy and completeness of information and processing to ensure confidence in the authenticity of the information.

Availability: Ensure that authorised users have access to information and associated assets when and where required.

2. Media Print Group are committed to ensuring that Information Security is documented, understood, implemented & maintained at all levels in the organisation throughout the business including relevant external parties.

3. The company's security requirements are derived from:
a) Risk assessment
b) Legal, statutory, regulatory requirements: Data Protection Act, Official Secrets Act
c) Contractual requirements
d) Protect reputation of company/brand
e) Corporate objectives:
- Customer details are released with their permission
- Client details are released to approved third parties only

4. Because violation of this security policy could threaten the wellbeing of the business, it is the responsibility of all staff to:
a) Report any security incidents
b) Implement his or her assigned controls defined in the ISO Management Manual
c) Prevent viruses and other malicious software
d) Follow procedures in Business Continuity Manual

5. The Information Security Policy and Procedures described in the ISO Management Manual are based on the requirements of the Information Security Systems Standard: BS ISO/IEC 27001

Signed:..... Date:.....
Chairman

Signed:..... Date:.....
Managing Director

Signed:..... Date:.....
Sales Director

APPROVED BY: DATE:
