

# INFORMATION SECURITY MANAGEMENT POLICY

This document sets out the information security policy for Onnec. All managers must read the policy and make their staff aware of how it affects them and the duty of care it imposes upon every employee.

Information is vital to Onnec and our customer's businesses; the policy describes Onnec's commitment to the protection of all information. Adherence to this policy is not optional and every endeavour must be made on behalf of the company to ensure that information is protected.

- The Directors and Managers responsible for Onnec's service delivery recognise the need to protect the company's information assets and those of its customers, to which it has access. They are fully committed to the adoption, implementation and maintenance of the organisations Information Security Management System (ISMS).
- The organisation shall as necessary provide appropriate security education, training and awareness of information security management, to ensure compliance with the requirements of the ISO/IEC 27001 standard.
- The organisation shall endeavour to ensure compliance with legislative, regulatory and contractual requirements at all times.
- Business continuity will be a priority of Onnec and appropriate planning will be in place to deliver business continuity.
- Known information security violations will be reported and documented in accordance with the requirements of the ISO/IEC 27001 standard.
- Employees within Onnec have significant influence upon information security both within Onnec and within customer organisations and shall act in accordance with the organisations policies & procedures as well as applicable law, British and International Standards.
- The scope and depth of this information security policy will be reviewed annually by the quality team, unless there is a significant change in the company's business, which would cause an earlier review to be appropriate.
- Certification to ISO/IEC 27001 shall be maintained and implemented in the true spirit of the standard.
- The company will strive for continual improvement of its services in line with customer requirements, British and International standards and legislation.

The policy is applicable to all information held within Onnec. Much of this information is held on computer systems and networks operated by or on behalf of Onnec. All such systems are covered by this policy. Its purpose is to support the welfare of the Company, its staff and, where applicable, its customers and suppliers by protecting the confidentiality, integrity and availability of information held.

The Board of Onnec fully endorses the policy and is committed to supporting its implementation throughout.