INFORMATION SECURITY POLICY

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1. Purpose, scope and users

The aim of this Policy is to define the purpose, direction, principles and basic rules for information security management.

This Policy is applied to the entire Information Security Management System (ISMS).
Users of this document are all employees of Greenworld Electronics Ltd as well as all external parties who have a role in the Information Security Management Systems.

Reference documents

- ISO/IEC 27001:2005 standard, clauses 4.2.1 b) and A.15.1.1
- P-017a Accident, Incident and Near Miss Investigation
- Information Security Policy Handbook
- IS Asset, Risk Assessment and Treatment Plan
- Statement of Applicability
- Legal Register
- Business Continuity Management Plan

Basic information security terminology*

Confidentiality - the property that information is not made available or disclosed to unauthorised individuals, entities, or processes

Integrity - the property of safeguarding the accuracy and completeness of assets

Availability - the property of being accessible and usable upon demand by an authorized entity

Information security (IS) - preservation of confidentiality, integrity and availability of information

Information Security Management System (ISMS) - that part of the overall management system, based on a business risk approach, to establish, implement, operate, monitor, review, maintain and improve information security

* definitions taken from ISO/IEC 27001:2005

Information Security Management Goals and objectives

Goals for the ISMS are to provide a structured approach to the protection of our information assets and minimise the potential for information security incidents to occur. To support these goals, information security objectives have been established and recorded in the document IMS Objectives Programme. These goals and objectives are in line with the organisation's business objectives.

The Information Security Officer is responsible for reviewing existing and setting new objectives. Individual security controls or groups of controls may be proposed by procedure owners, and approved by the Information Security Officer and Managing Director in the Statement of Applicability - these objectives must be reviewed at least once a year.

Information security requirements
This Policy and the entire ISMS must be in line with legal and regulatory requirements relevant to the organisation in the field of information security, as well as with contractual obligations.

Strategic risk management
Information risk management takes place as part of business risk management, in line with the organisation's strategic plans.

Risk evaluation criteria are described in more detail in the Information Security Asset Inventory and Treatment Plan.

Basic responsibilities for the ISMS are the following:

- The Information Security Officer is responsible for ensuring that the ISMS is implemented according to this Policy, and for ensuring all necessary resources are provided
- the Information Security Officer is responsible for operational coordination of the ISMS as well as its maintenance
- the Information Security Officer is responsible for investigating any reports of possible security breaches
- the Managing Director must review the ISMS at least once a year or each time a significant change occurs, and prepare minutes from that meeting. The purpose of this review is to establish the suitability, adequacy and effectiveness of the ISMS.
- the Information Security Officer will implement information security training and awareness programs for employees
- the protection of integrity, availability, and confidentiality of individual information resources is the responsibility of the owner of the respective resource
- all security incidents or weaknesses must be reported in the first instance directly to the Information Security Officer.

The Information Security Officer is responsible for ensuring that all employees of Greenworld Electronics Ltd as well as all external parties who have a role in the ISMS are familiar with this Policy.

Support for ISMS implementation

The Managing Director of Greenworld Electronics declares that all phases in ISMS implementation will be supported with adequate resources in order to achieve all goals and objectives set in this Policy.

David Aitken
Managing Director
Date: 11th December 2013