

Information Security Policy

Introduction

The Hybrid Mail Solutions Limited Information Security Policy applies to all business functions within the scope of the Information Security Management System and covers the information, information systems, networks, physical environment and people supporting these business functions. This document states the Information Security objectives and summarises the main points of the Information Security Policy.

Objective

The objective of Information Security is to ensure business continuity and minimise business damage by preventing and minimising the impact of security incidents. In particular, information assets must be protected in order to ensure:

1. Confidentiality i.e. protection against unauthorised disclosure
2. Integrity i.e. protection against unauthorised or accidental modification
3. Availability as and when required in pursuance of Hybrid Mail Solutions' business objectives.

Responsibilities

1. The Managing Director has approved the Information Security Policy.
2. Overall responsibility for Information Security rests with the ISMS Manager.
3. Day-to-day responsibility for procedural matters, legal compliance including data protection, maintenance and updating of documentation, promotion of security awareness, liaison with external organisations, incident investigation, management reporting etc. rests with the ISMS Manager.

4. Day-to-day responsibility for technical matters, including technical documentation, systems monitoring, technical incident investigation and liaison with technical contacts at external organisations, rests with the IT Manager and the Managing Director.
5. All employees or agents acting on Hybrid Mail Solutions behalf have a duty to safeguard assets, including locations, hardware, software, systems or information, in their care and to report any suspected breach in security without delay, direct to the ISMS Manager. Employees attending sites that are not occupied by Hybrid Mail Solutions must ensure the security of Hybrid Mail Solutions' data and access their systems by taking particular care of laptop and similar computers and of any information on paper or other media that they have in their possession.
6. The ISMS Manager is responsible for drafting, maintaining and implementing this Security Policy and similarly related documents as detailed in Appendix II.
7. As with other considerations including Quality and Health & Safety, Information Security aspects are considered in all daily activities, processes, plans, projects, contracts and partnerships entered into by Hybrid Mail Solutions.
8. Hybrid Mail Solutions employees are advised and trained on general and specific aspects of Information Security, according to the requirements of their function within Hybrid Mail Solutions. The Contract of Employment includes a condition covering confidentiality regarding Hybrid Mail Solutions' business.
9. Adherence to Information Security procedures as set out in Hybrid Mail Solutions' various policies and guideline documents is the contractual duty of all employees and a clause to this effect is set out in Hybrid Mail Solutions' contracts of employment.
10. Copies of this Manual, including the risk assessment (Annex A Statement of Applicability) are made available to all of Hybrid Mail Solutions employees.
11. Breach of the Information Security policies and procedures by Hybrid Mail Solutions employees may result in disciplinary action, including dismissal.
12. In view of Hybrid Mail Solutions position as a trusted provider of Hybrid Mail Solutions, particular care is taken in all procedures and by all employees to safeguard the Information Security of its service users and/or clients.

13. Agreements of Mutual Non-disclosure/Confidentiality are entered into as appropriate with third party Companies.
14. All statutory and regulatory requirements are met and regularly monitored for changes.
15. A Disaster Recovery/Business Continuity Plan is in place. This is maintained, tested and subjected to regular review by the ISMS Manager and the ISMS Committee.
16. Further policies and procedures such as those for access, acceptable use of e-mail and the internet, virus protection, backups, passwords, systems monitoring etc. are in place, maintained and are regularly reviewed by the ISMS Manager or an appointed representative, as appropriate.
17. This Information Security Policy is regularly reviewed and may be amended by the Managing Director in order to ensure its continuing viability, applicability and legal compliance, and with a view to achieving continual improvement in the Information Security Systems.

Signed by

Jonathan Montgomery
Managing Director

On behalf of Hybrid Mail Solutions Limited