

Information Security Management System Policy

Introduction

This document is the Information Security Management Policy for Sova Assessment and is a controlled document.

ISMS Policy overview and scope

The purpose of the ISMS Policy is to maintain an Information Security Management System, to ensure that Sova's core business operations continue to run as efficiently as possible and with minimal disruptions. The Information Security Management System has also been designed to meet requirements of ISO 27001: 2017 in pursuit of its primary objectives, the purpose and the context of the organisation.

This Information Security Management System Policy provides a framework for setting, monitoring, reviewing and achieving our objectives, programmes and targets. The scope of this policy and its associated objectives relates to the use of computer systems, databases and all manual filing and storage of information security. It also includes, where appropriate, business functions that are outsourced.

Information Security is the responsibility of all employees within Sova, including Senior Management. The key Information Security representatives should ensure that all employees are aware of the ISMS Policy and its associated objectives. The policy is also made available, where appropriate, to external parties associated with Sova's core business functions.

To ensure the company maintains its awareness for continuous improvement, the Business Management System is reviewed annually by 'Senior Management' to ensure it remains appropriate and suitable to our business. It is also reviewed when there are significant changes to business operations.

Senior Management Commitment to the ISMS Policy

Sova Assessment's Senior Management Team, in the first instance the CEO, and the second - the remainder of the Senior Management Team, are committed to the development, implementation and continuous improvement of the Information Security Policy. The ISMS conforms to the standard requirements and reporting to Senior Management is conducted by the Operations Manager on an annual basis; or where relevant, following significant business changes. Senior Management are also committed to ensuring staff are fully aware and compliant to the ISMS policy and its associated objectives.

Employee Commitment to the ISMS Policy

Employees are provided with Information Security Training during their induction and annual Staff Awareness Training is also provided. The importance of Information Security is embedded throughout Sova's core business objectives, alongside day-to-day operations.

Internal Communications

Employees are provided with Information Security Training during the induction process. Employees are also provided with annual Staff Awareness Training which provides an overview of how Sova aims to monitor and manage Information Security procedures, Sova's commitment to Information Security and the protection of data, alongside how Sova intends to ensure continuous improvement and compliance to the ISO 27001: 2017 standard.

Audit Procedures

Internal audits are conducted throughout the year with an external audit conducted by an external body, once per year. The Business Management System is subject to both internal and external annual audits.

Key steps in establishing the ISMS Policy

The below process flow illustrates the steps which are involved in formulating the Sova ISMS Policy:

