

Information Security Management System Policy

INTRODUCTION AND PURPOSE OF THE ISMS

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

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.

It is the policy of Sova Assessment to:

- make the details of our policy known to all other interested parties including external where appropriate and determine the need for communication and by what methods relevant to the business management system.
- comply with all legal requirements, codes of practice and all other requirements applicable to our activities; therefore, as a company, we are committed to satisfy applicable requirements related to information security and the continual improvement of the ISMS.
- protect the confidentiality, integrity and availability of information.
- protect information against unauthorised access.

- ensure that all employees are made aware of their individual obligations in respect of this information security policy.
- maintain a management system that will achieve these objectives and seek continual improvement in the effectiveness and performance of our management system based on “risk”.
- provide all the resources of equipment, trained and competent staff and any other requirements to enable these objectives to be met.

SCOPE OF THE ISMS POLICY

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.

ISMS SPECIFIC OBJECTIVES

- To enable the business to operate and deliver its services within a secure environment and that business risks are kept to a minimum.
- To ensure that information, whether stored in computer systems, databases or manual filing methods is kept safe and secure.
- To ensure that regulatory and legislative requirements, GDPR for example, codes of practice and all other requirements applicable to our activities are met.
- To ensure all employees and any other interested parties are made aware of the importance of Information Security alongside their individual objectives.

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:

