Document Title

Information Security Policy

Management Statement

Compliance with the BCN Information Security Policy is mandatory at all times for all staff.
All managers are directly responsible for the implementation, management, and monitoring of adherence to the policy for their departments.

Policy

This policies' aim is to protect BCN's information assets against external and internal threats, whether accidental or deliberate in nature.

This Information Security Policy is endorsed by the managing director and senior management team.

This Policy ensures that:

- Confidentiality of information is assured.
- Integrity of information is always maintained.
- Availability of information for relevant business processes will be maintained.
- Information will be protected from unauthorised access.
- All regulatory and legislative requirements will be met.
- Information security training is provided for all employees.
- All suspected or actual security breaches will be reported, and the Information Security Manager will investigate.
- Business Continuity and Cyber Incident Response plans are in place.
- Information Security Objectives are in place
- The ISMS will be continually improved, and this will be driven by senior management.

The Information Security Manager is responsible for maintaining this policy.

It is communicated to all staff on behalf of the senior management by the ISMS manager.

At all times, business needs for information and systems will be maintained.

This policy forms a part of the business ISO 27001 Management System and is available to all interested parties as appropriate (note g).

Management Endorsement

This policy applies to all employees, regardless of contractual status. It will be used as part of continual improvement initiatives in the business.

Simon Kelf, BCN CEO, October 2021.

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Date

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Document Revision

Reference	Version	Modified Date	Author(s)	Comments
ISMS-005	11	April 2022	Carly Woodward	General Review

Document Management

Responsibility	Owner
Technical Director	Head of Security and Internal Systems

ISO Applicable?

9001:2015	27001:2013	Clause Identifiers
No	Yes	CL.5.2

Confidentiality

BCN Group Ltd	Client	Proprietary	Public
Yes	Yes	No	Yes

Used in IO
No