**Information Security Policy**

**Doc A5**

**Version: 1.0**

Publication Date: January 01, 2019

Current Status: Published

Author(s): Michael Woolard

Last Reviewed: Michael Woolard

# Overview

The Board and Management of Wacky Widget Ltd, located 123 Main Street, AnyState, Any Country, are committed to preserving the confidentiality, integrity and availability of all the physical and electronic information assets throughout their organization.

Information and information security requirements will continue to be aligned with Wacky Widget’s goals and strategic objectives. Wacky Widget is committed to implementing a Secure Operating Framework structured and conformant with the internationally recognized standard for an Information Security Management System (ISMS) ISO/IEC 27001:2013.

Where security management controls are required over and above the ISMS baseline, the policy of the company is to review the risks which will inform Wacky Widget of any improvement potential to the ISMS.

# Strategic Objectives

The objective of information security is to ensure the business continuity of Wacky Widget and to minimize the risk of damage by preventing security incidents and reducing their potential impact.

* Safeguard and protect Wacky Widget’s customer information and commercially sensitive information, within its custody, ensuring the preservation of the confidentiality, integrity and availability of the data;
* Establish safeguards to protect Wacky Widget’s information resources from theft, abuse, misuse or any form of damage;
* Establish responsibility and accountability for information security across Wacky Widget;
* Encourage Wacky Widget’s management and staff to maintain an appropriate level of awareness, knowledge and skill to allow them to minimise the occurrence and severity of security incidents;
* Ensure that Wacky Widget is able to continue its activities in the event of significant information security incidents; and
* Achieve and maintain accredited certification to ISO/IEC 27001:2013.

# Responsibilities

The Wacky Widget President is accountable for ensuring compliance with this policy including allocation of resources and responsibilities for implementation and compliance.

The President delegates authority to the Executive Management Team for overseeing the control and effectiveness of Wacky Widget ISMS.

The Chief Information Security Officer who is in charge of Information Security at Wacky Widget Inc. is responsible for maintaining the ISMS and providing support and advice during its implementation.

Steering groups exist within the respective lines of responsibility for coordinating information security efforts and aligning activity to ensure continual improvement and overall ISMS effectiveness at a strategic and operational level.

Senior management, employees, sub-contractors, project consultants and any other external 3rd parties have, and will be made aware of, their responsibilities to act in accordance with the requirements of the Wacky Widget ISMS. The consequences of security policy violations are described in Wacky Widget disciplinary processes contained with the Employee Handbook. Contracts with 3rd parties will stipulate that the agreements may be immediately terminated if violations occur.

All employees, including contractors, will receive information security awareness training. Specialist employees will receive appropriately focused training as required

# Compliance

All employees will receive appropriate Information Security training, annually. The consequences of breaching the information security policy are set out in the organization’s disciplinary policy and in contracts and agreements with third parties.

The ISMS is subject to continuous, systematic review and improvement.

The Chief Information Officer, Chief Technical Officer, and other executives/specialists/risk specialists, who support the ISMS framework, periodically review the security policy.

# Document Control and Approval

The Chief Information Security Officer is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff and is the published version.

Signature: Executive Manager Signature Date: 01.01.2019

## Distribution

|  |  |
| --- | --- |
| **Name** | **Role** |
| *Intranet* | *Distribution to all staff* |

## Version Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author(s)** | **Details** |
| 0.1 | 11/28/18 | M.Woolard | First draft |
| 0.2 | 12/07/18 | M.Woolard | Second draft |
| 1.0 | 01/01/19 | M.Woolard | First published |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 