**Information Security Policy**

**Doc A5**

**Version: 1.0**

Publication Date: September 28, 2024

Current Status: Published

Author(s): C.D.Aluthge

Last Reviewed: C.D.Aluthge

# Overview

This need for policy documentation is very simple. However, it is what is included inside the policy and how it connects to the wider ISMS that will provide interested parties with the confidence they need to trust the policy.

In addition to having the policy to share as part of a tender response, senior management of the Walpita Enterprises Pvt Ltd must undertake a variety of additional things to bring it to life. When a customer recently requested a copy of a prospective supplier's information security policy, the document had to say some nice and fluffy things about information security management, risk management, and information assurance in order to pass a tick box exercise by a procurement person in the purchasing department. That is no longer the case..

# Strategic Objectives

Senior executives require information security to safeguard business data and ensure that processes are not disrupted. Information security aids the company in accomplishing its goals. Understanding the strategic goal and important components of the information security functions is critical to the creation of a security strategic plan. Security dependencies may be identified by evaluating strategic goals.

Here are some of the strategic goals that we use:

;

* The Teacher resource protection mechanism guarantees that the system is only accessible to authorized users. Our system's strength is our capacity to protect all kinds of security resources. We carefully specified the various kinds of users that may use our system in this section. Our customers and other parties, in particular. As part of developing our security strategy, Walpita Enterprises Pvt Ltd”s management specified what access permission that business wishes to offer various categories of individuals.
* We often employ passwords, usernames, and digital certificates to authenticate our clients' information while also providing additional security advantages.
* Confirmation that the employee or computer on the other end of the line has the authority to carry out the request.
* We also offer a unique technique for maintaining the integrity of the client's and our company's private information. We utilize the digital signature technique in particular to ensure that the information coming, or transmitting is identical to what we send out or receive.
* To enable non-repudiation, we utilize digital certification and public key cryptography to sign transactions, communications, and documents.
* Digital signatures, secure socket layers, and virtual private network connections have all helped to enhance secrecy inside the business and the security of critical customer data.
* Keeping track of security-related events in order to keep track of both successful and failed access.

.

# Responsibilities

The security policy is reviewed and approved by Walpita Enterprises Pvt Ltd”s management, who are also responsible for its formulation and execution.

Major information security efforts are also approved by management. Examine potential risks posed by new technologies and evaluate their effect on the company.

All practices or functions have their assets list and risk management strategy reviewed and approved by the information security officer or representatives or project managers.

Define, manage, and track the organization's ISMS installation.

Setting up and publishing guidelines, recommendations, and guidance is the responsibility of the information security officer.

The president of Walpita is the only owner of the company's assets.

In collaboration with the information security forum and the head of practise of function, the president specifies the steps required to safeguard information assets.

# Compliance

* + Conducting recommended annual internal audits
  + Conducting mandated internal audits every three years
  + Holding quarterly training sessions to educate new recruits
  + Having current workers take and pass a yearly exam

# Document Control and Approval

The Chief Information Security Officer is the document's owner and is responsible for ensuring that it is evaluated in accordance with the ISMS's review standards.

All members of staff have access to the most recent version of this document, which is also the published version.

Signature: Jaliya Date: 30.08.2024

## Distribution

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

## Version Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author(s)** | **Details** |
| 1.0 | 29.09.2024 | C.D.Aluthge | First Published |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 