INFORMATION SECURITY POLICY

Document Control

Document Name	Information Security Policy
Statement Current Version	2.0
Plan Owner	Sean Edwards
Plan Approver	Michael Fletcher
Date of Last Review	18 April 2024

INFORMATION SECURITY POLICY STATEMENT

It is the policy of Glaisyers ETL to ensure that all information systems operated are secure and aspire to comply with the requirements of the General Data Protection Regulation (GDPR). It is also the aim of Glaisyers ETL that all staff must be fully aware of the need to maintain secure systems and fully understand their responsibilities in relation to Information Security.

All staff are responsible for ensuring that they understand and abide by this policy. Failure to do so will be viewed as a serious matter and may result in disciplinary action under the GLAISYERS ETL disciplinary procedure.

It is the policy of Glaisyers ETL to ensure:

- Information is protected against unauthorised access;
- Confidentiality of information is maintained;
- Information is not disclosed to unauthorised persons through deliberate or negligent action;
- The integrity of information is maintained by protection from unauthorised modification;
- Information is available to authorised users when needed;
- Regulatory and legislative requirements are met;
- Contingency plans are produced and tested as far as is practicable to ensure business continuity is maintained;
- Information Security training is provided for all staff;
- All breaches of information security and suspected weaknesses are reported, investigated and appropriate action taken;
- That there is a fair and consistent approach to the enforcement of standards of conduct expected from employees when using social media sites.