

POLICY 01: INFORMATION SECURITY

Smart Assessor recognises that the disciplines of confidentiality, integrity and availability in Information Security Management are integral parts of its management function.

Our policy aim is to protect the security of client and company systems and information by complying with relevant aspects of the BS ISO/IEC 27001:2013 Information Security Standard. To this end we have implemented, and will continue to operate, an Information Security Management System (ISMS). The ISMS has been designed to ensure that the Company and its employees comply with the objectives of this Information Security Management Policy, in addition to all other applicable Industry Codes of Practice, Legal, Statutory, Regulatory and Contractual requirements that are appropriate to our range of services.

The Company will:

- Comply with all applicable laws, regulations and contractual obligations;
- Implement continual improvement initiatives, including risk assessment and treatment strategies, while making the best use of its management resources to meet and improve information security system's requirements;
- Communicate Information Security objectives and its performance in achieving these objectives, throughout the Company and to interested parties;
- Adopt an information security management system (ISMS) comprising of a security manual and procedures that provides direction and guidance on information security matters relating to employees, customers, suppliers and interested parties who come into contact with the Company's work;
- Work closely with their Customers, Business Partners and Suppliers in seeking to establish Information Security Standards;
- Adopt a forward-looking view on future business decisions, including the continual review of risk evaluation criteria, which may have an impact on Information Security;
- Train all members of staff in their needs and responsibilities for Information Security Management;
- Optimise the management of risks, by preventing and minimising the impact of security incidents;
- Ensure that all breaches of Information security are reported, investigated and appropriate action taken where required;
- Constantly strive to meet, and when possible exceed, its customers and staff expectations.
- Smart Assessor will periodically review current practices, policies and guidance to recommend any changes or improvements to ensure we apply appropriate security measures.

We are conscious that the motivation of our employees is dependent on their training and understanding of the tasks they are expected to perform. It is part of our on-going training programme that this policy is communicated and understood at appropriate levels in the Company. This policy and associated Company objectives will be reviewed as a minimum, on an annual basis.

Signed: *Fiona Hudson-Kelly*. Dated: 29/03/16