



# **Data Day Shredding**

## **Confidential Data Destruction**

### **INFORMATION SECURITY POLICY STATEMENT**

The following is the information security policy statement for Data Day Shredding Ltd

#### **OBJECTIVE**

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

#### **POLICY**

- The policy's goal is to protect the organization's informational assets<sup>1</sup> against all internal, external, deliberate or accidental threats.
- The MD has approved the information security policy
- The security policy ensures that:
  - Information will be protected against any **unauthorized access**;
  - **Confidentiality** of information will be assured;
  - **Integrity** of information will be maintained;
  - **Availability** of information for business processes will be maintained;
  - **Legislative and regulatory** requirements will met;
  - **Business continuity plans** will be developed, maintained and tested<sup>2</sup>;
  - **Information security training** will be available for all employees;
  - **All actual or suspected information security breaches** will be reported to the Information Security Manager and will be thoroughly investigated.
- Procedures exist to support the policy, including virus control measures, passwords and continuity plans.
- Business requirements for availability of information and systems will be met.
- The Information Security Manager is responsible for maintaining the policy and providing support and advice during its implementation.



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<sup>1</sup> Information can exist in various forms, and includes data stored on computers, transmitted over networks, printed or written on paper, sent by fax, stored on diskettes or magnetic tapes or discussed during telephone conversations. <sup>2</sup> This plan allows users to access information and essential services when needed.

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### **INFORMATION SECURITY POLICY STATEMENT**

- All managers are directly responsible for implementing the policy and ensuring staff compliance in their respective departments.
- Compliance with the Information Security Policy is mandatory.

Signature: *Kirsty Yeomans*

Date: 27<sup>th</sup> October 2016

Title: Managing Director

**The policy will be reviewed yearly by the Information Security Manager.**

*Version 1.0 October 2016*

