

# INFORMATION SECURITY POLICY

## Document Control

Reference: ISMS\_  
5.2\_DOC\_Information  
Security Policy

Issue No: 4

Issue Date: 06/07/2023

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It is the policy of Click4assistance Ltd to:

Maintain awareness throughout our organisation and supplier base of the importance of keeping information secure, whatever form that information may take. We will achieve this in part via regular Information Security (I.S.) training and awareness programmes, and by remaining committed to meeting I.S. requirements.

Stay at the forefront of developments in relation to I.S. We will do this by remaining vigilant to the ever changing I.S. Environment by supporting a culture of Continual Improvement (C.I.).

Thoroughly address any nonconformities in relation to I.S. We will ensure this is achieved by maintaining a robust nonconformance reporting system which will be regularly reviewed.

Provide necessary and proportionate resources in order to meet our I.S. obligations. We will maintain appropriate resources by regular measurement and monitoring of our I.S. Management System (I.S.M.S.).

Encrypt data and devices wherever possible and to apply a pragmatic information classification scheme.

Adopt a risk based approach to I.S. We will implement this by maintaining a current risk assessment and treatment plan which will be reviewed not less than once a year.

Set S.M.A.R.T. I.S. objectives annually and to review them regularly and at our I.S. Management Review meetings. These objectives will be communicated to all employees via our training and awareness programmes.

Security objectives are to:

1. Maintain and keep current certifications up to date i.e. ISO27001
2. Maintain high level of security awareness amongst staff

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Click4Assistance is committed to satisfying the applicable requirements as outlined in the ISO27001 guidelines.

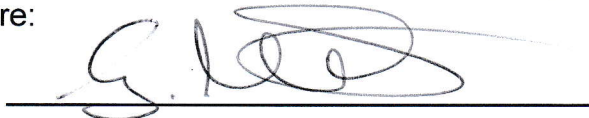
## Document Owner and Approval

The Information Security Manager 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.

The current version of this document is available to all members of staff on the corporate DMS and a physical copy is on the notice board.

This document is approved by the MD on 06/07/2023 and is issued on a version controlled basis under his/her signature.

Signature:



Date:

6/7/23

## Change/Review History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	SLE	30-12-2019
2	Adjustment for security objectives	MD	22-07-2021
2	Reviewed no changes made	MD	21-10-2022
3	Change/Review section added, changes to where the document is available	MD	14-11-2022
4	Reviewed and renamed	SD	06/07/2023