INFORMATION SECURITY POLICY

Version History

Created By	Philip Johnston
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Reviewed By	Philip Johnston

General

This policy aims to set a sense of direction with regard to the protection of confidentiality, integrity and availability of information of TOMO Technology and TOMO Technology customer assets.

Scope

This policy applies to all parties (employees, job candidates, customers, contractors, and suppliers etc.) who process information either owned by TOMO Technology, or by our customers.

Policy Statement

TOMO Technology recognise that the information that the organisation holds must be treated with care, and must be adequately protected through all forms of sending, receipt, storage and disposal. We are committed to ensuring that all information is safeguarded from loss, unauthorised access or misuse whether that information is owned by the organisation, clients of the organisation, or users of services provided by the organisation.

TOMO Technology have therefore chosen to implement an Information Security Management System which uses ISO27001 as a framework for protecting information it holds. The framework has been designed to maintain confidentiality, integrity and availability of information assets and provide effective risk management.

By implementing the Information Security Management System in accordance with ISO27001, TOMO Technology will seek to ensure that:

- Information will be protected and controlled against unauthorised access or misuse.
- Confidentiality, integrity and availability of information and information assets will be assured.
- Risks posed to the organisation will be understood and controlled.
- Regulatory, contractual and legal requirements will be complied with.
- Physical, logical, environmental and communications security will be maintained.
- Operational procedures and responsibilities will be maintained.
- All information security incidents (breaches, threats, weaknesses or malfunctions) will be reported and investigated through appropriate management channels.

The ISMS is made up of the following key preventative components

- Top management support, commitment and review.
- Regular information security risk management.
- Clear policies and procedures to be followed by all persons handling our data.
- Clear technical policies and procedures to ensure IT controls are defined.
- Awareness training and update training.
- Internal audit, checking and monitoring activities.

The organisation is committed to continually seeking to improve the effectiveness of the ISMS.

Information Security Management System Objectives

TOMO Technology have identified four high level objectives of the ISMS as follows:

- To ensure that physical customer assets are adequately protected at all times
- To maintain a secure and available IT infrastructure to minimise risk to electronic data
- To make employees understand the importance of information security
- To provide assurance to clients and customers that we are protecting their assets and information

Measures for each of these objectives have been identified and are tracked in the ISMS Objectives and Measures Tracker. Progress against these objectives will be reviewed periodically at Management Review meetings.

Responsibilities and References

It is the responsibility of each employee to read, understand and adhere to this policy, and to comply with associated company documents, with particular reference to:

- Employee Security Manual.
- Employee Handbook.
- Data Protection Policy.

Other policies may be applicable depending on the role you hold, including but not limited to:

- Access Management Policy (forms part of the ISMS Manual).
- Supplier Security Policy (forms part of the ISMS Manual).
- Secure Development Policy.
- Technical Security Manual.

Version History

Version Number	Date of change and author	Reason
0.1	9th Oct 2020 – Andy Whillance	Initial draft document created
1.0	3rd Nov 2020 – Philip Johnston	Approved
1.1	20th Jan 2023 – Philip Johnston	Approved