

INFORMATION SECURITY POLICY STATEMENT

1. Purpose

Information is an important asset to **Eurosource** and it is the policy of **Eurosource** that information used for **Eurosource's** activities must be protected from threats which may result in significant financial loss, reputational damage or legislative exposure.

This will be achieved through implementing controls and responsibilities which are readily identifiable by external regulatory bodies, business partners, as being in line with recognised information security standards and which support compliance with relevant legislation.

This includes measures to ensure:

- Confidentiality – information must be protected from unauthorised access and disclosure throughout its lifecycle, from creation to final disposal.
- Integrity – the accuracy and completeness of information must be safeguarded and unauthorised amendment or destruction prevented.
- Availability – information and associated services must be available to authorised users in line with business requirements.
- Legislative compliance – all staff of **Eurosource** must be aware of and comply with UK and EU Law which applies to the processing of information. **Personnel data** in particular will only be processed, disclosed, shared and retained in accordance with applicable data protection laws and good practice and will only be stored, transferred, copied or communicated when the confidentiality and integrity of the data can be reasonably assured throughout the process.
- Disposal of Company documentation

2. Scope

This Policy applies to:

- All information created or received in the course of **Eurosource** business which must be protected according to sensitivity, criticality, and value, regardless of the media on which it is stored, the location of the data, the manual or automated systems that process it or the methods by which it is distributed.
- All approved users of **Eurosource** information including all employees of **Eurosource**.
- All contractors, suppliers, **Eurosource** partners and visitors who may be authorised access to **Eurosource** information.
- All locations from which **Eurosource** information is accessed including home and off-site/remote use.

Information entrusted to **Eurosource** will be safeguarded in accordance with this policy.

3. Responsibilities and compliance

Everyone has a responsibility to make informed decisions to protect confidential or personnel information and keep it safe.

All personnel and other approved users of **Eurosource** information:

- Must be able to demonstrate competence in the understanding of data protection laws and good practice applicable to the performance of **Eurosource** responsibilities, as described in this policy and guidelines established to protect information and must seek advice and guidance if clarification is required.
- Must report any actual or suspected breach in information security, "near misses" or working practices which jeopardise the security of **Eurosource** information.

Non-compliance with this policy is subject to **Eurosource's** disciplinary procedures for personnel.

Signed: 

Date: 10/2017

Toby Richards Director

Next Review Date: 10/2018