Information Security Policy

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1   Introduction and Purpose

This document describes the general policies relating to Information Security at The Software Bureau. It provides the policy for the implementation of Information Security standard ISO/IEC 27001 and other standards. It is intended for use by all external parties.

1.1   About The Software Bureau

The Software Bureau is a Small to Medium Enterprise sized company employing fewer than 30 employees. We are focussed on the development and provision of software specialising in data processing, cleansing and sortation of data for postal discount optimisation. Our software processes many billions of name and address data annually, as well as processing and maintaining suppression & enhancement data for the industry.

2   Policy

2.1   Objective

Information management is crucial to The Software Bureau's business processes as an information processing hub. We have adopted a continual improvement strategy to enable us to pursue the highest standards possible. We are not only responsible and accountable for our own information assets but also those of our clients and their customers. These Client information assets may from time to time include personal identifiable information (PII) and it is essential to us that this is safeguarded. We are dedicated to ensuring the Confidentiality, Integrity and Availability of all forms of information within The Software Bureau including all Corporate and Client data.

2.2   Applicability and Responsibility

This Policy on Information Security has been adopted by The Software Bureau's Board of Directors and has been approved by The Software Bureau's Managing Director. The Security Officer has direct responsibility for maintaining the Policy and providing advice and guidance on its implementation.

All Directors and Team Leaders/Managers are directly responsible for implementing the Policy within their business areas, and for adherence by their staff.

It is the responsibility of all employees and contractors to adhere to the Policy.

2.3   Scope

The protection of client data in the development, provision and support of data processing and data cleansing postal sortation software in accordance with SOA version 2018/19.

2.4   Third Parties

Appropriate levels of Information Security shall be maintained by third parties that deliver services to us. Equally, The Software Bureau is committed to maintaining whatever level of Information Security is required of us by third parties.

Approved by Board of Directors

Name	Martin Rides	Signature	
Job Title	Managing Director	Date	10th August 2018