



Plasson Information Security Policy

This is the Information Security Policy Statement of Plasson UK Ltd

It is Plasson's policy to ensure that information is protected from a loss of:

- Confidentiality – information will be accessible only to authorised individuals
- Integrity – the accuracy and completeness of information will be maintained
- Availability – information will be accessible to authorised users and processes when required.

The Company will implement an information security management approach based on the ISO 27001 International Standard for Information Security. The Company will also reference other standards as required, mindful of the approaches adopted by its stakeholders, including support partners.

The Company will adopt a risk-based approach to the following:

- **Network protection**
 - Physical protection – building security, physical firewalls, off-site secure data vaults.
 - Digital protection – virtual firewalls, end to end encryption, virus protection, masked ports and port checking to close all unused ports, VPN for all external connections, WIFI password protected.
- **Access control by Authorised User access only**
 - User security levels based on 'Need to know'.
 - Access managed by secure Azure Active Directory with 90 day rolling password change.
 - Password complexity enforced.
- Hardware locked down for user-level access only, all administration accounts strictly controlled, .exe file installation not permitted.
- Database export prevented by lock-down.
- HR data not held digitally but in hard copy in fire-proof document safes to reduce GDPR risks.
- Staff training in the approved use of IT infrastructure and in data security.
- Business continuity and information security improvements based on Cloud systems to spread risk and improve resilience.
- Security will be assessed regularly with our IT support partners and improved when and where necessary to minimise risk of data loss and ensure business continuity.

Information security is the responsibility of all company staff and instructions on use are detailed in the Company Handbook.

Signed (Employer)

Name and Title

Miron Givon ~ General Manager

Date

17th May 2019

Review Date

17th May 2020