

Management systems – policy statements

Information Security Policy

As a professional organisation CDS is committed to minimising and managing its exposure to risks, this encompasses the robust systems and processes necessary to maintain the security of CDS and customer information. It is our policy to ensure that:

- 1 all risks to information security are identified and adequate controls put in place
- 2 risks to information security are managed and reviewed regularly by process owners
- 3 the confidentiality of information will be assured
- 4 sensitive information (however stored) will be protected against unauthorised access
- 5 the integrity and authenticity of information will be maintained
- 6 information is accessible and available to authorised business processes and staff members when required
- 7 contractual, regulatory and legislative requirements will be met
- 8 business continuity plans will be produced, maintained and tested
- 9 information security training will be mandatory for all staff
- 10 CDS complies with ISO27001 for information security
- 11 CDS Aylesbury complies with BS10008 with regards to the secure scanning services it offers to clients. This is also defined within the CDS Information Management Policy (ISP18)
- 12 all breaches of information security, actual or suspected, are reported and investigated and reviewed by the Security Forum

To ensure that the policy is successfully implemented, we will:

- make all our information, in all formats, confidential, available to the right people at the right time and protect its integrity
- reassure customers that we protect the information they give us in delivering the products/services we provide for them
- extend our management systems to cover all aspects of the company's business
- ensure all staff are aware of our policies and understand the processes, and that managers control this as part of their duties

The approval and effective implementation of this policy is the responsibility of the CDS Board, with responsibility delegated to the Chief Operating Officer. This Information Security Policy is reviewed annually or at any other time that is deemed necessary by the Company's operational needs.

A handwritten signature in blue ink, appearing to read 'Fergus Bailie', with a horizontal line underneath.

Fergus Bailie

Chief Executive