

INFORMATION SECURITY PROCEDURES MANUAL

INFORMATION SECURITY POLICY STATEMENT (ISPS)

OBJECTIVE

The objective of the information security is to ensure the business continuity of MDTi (the 'Organisation') and to minimize the risk of damage to the company by preventing security incidents and reducing their potential impact.

MDTi is committed to ensure customers' and employees' data is at all times secure, accurate and protected against any unauthorised access.

The Organisation operates an Information Security Management System that operates to ISO 27001:2005, ISO/IEC 27002 and ISO 14971, including aspects specific to the common law duty of Confidentiality, NHS Information Governance requirements and General Data Protection Regulations.

POLICY

- The policy's goal is to protect the organisation¹ against all internal, external, deliberate or accidental threats.
- The CEO has approved the information security policy
- The security policy ensures that:
 - Information will be protected against any **unauthorised access**;
 - **Confidentiality** of information will be assured;
 - **Integrity** of information will be maintained;
 - **Availability** of information for business processes will be maintained;
 - **Legislative and regulatory** requirements will and are met;
 - **Business continuity plans** will be developed, maintained and tested²;
 - **Information security training** will be available for all employees;
 - **All actual or suspected information security breaches** will be reported to the Information Security Manager and will be thoroughly investigated.
- Procedures exist to support the policy, including virus control measures, passwords and continuity plans.
- Business requirements for availability of information and systems will be met.
- The Information Governance Manager is responsible for maintaining the policy and providing support and advice during its implementation.
- All Staff are directly responsible for implementing the policy and ensuring compliance in their respective roles and responsibilities.
- Compliance with the information Security Policy is mandatory

Signed:  Name: M. Lippert Date: 05/05/2018

Title: CEO

The policy will be reviewed yearly by the Information Governance Manager.

¹ Information can exist in various forms and includes data stored on computers, transmitted over networks, printed or written on paper, sent by fax, stored on diskettes

² This plan allows users to access information and essential services when needed