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Registered in England and Wales
Company Number: 2579852,
VAT Registration Number: 746 0751 29
Registered Office: As left

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Information Security Policy

Objective

The objective of information security is to ensure the business continuity of Insight Direct (UK) Ltd to minimise the risk of damage by preventing security incidents and reducing their potential impact.

Policy

The Policy's goal is to protect Insight's information assets against all internal, external, deliberate or accidental threats and to ensure all information received by Insight is held and maintained in a secure and controlled environment and in compliance with all contractual and legal requirements. Insight's information assets will be assessed using a risk assessment which will be used for assessing risk and setting objectives for the ISMS. Risk will be evaluated according to the following criteria: the severity of the risk and the probability of occurrence of the risk. If a risk is deemed significant it will automatically become an objective. Information security objectives are set from legislation or regulatory changes, audit reports, breaches, and objectives from the Senior Leadership Team.

Insight Direct (UK) Ltd has a commitment to continual review their Information Security System through audits, industry updates and implement changes to ensure the system is robust and protected. 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 InfoSec Team is responsible for maintaining the Policy and providing support and advice during its implementation.

The Senior Leadership Team has approved the Information Security Policy.

Information Security policy statement

All managers are directly responsible for implementing the Information Security Policy, ensuring that the information management system conforms to the ISO standard and ensuring staff compliance in their respective departments.

The Policy ensures that:

- Information will be protected against any unauthorised access.
- Confidentiality of information will be assured against unintentional, unlawful, or unauthorised access, disclosure, or theft. Relating to information pertaining to business operations, strategies, pricing and marketing.
- Integrity of information will be maintained by Risk-Based Validation, Change Control, plans for Business Continuity, and regular archiving.
- Availability of information for business processes will be maintained by the capacity to prevent outages and failures with the ability to operate without interruptions or problems. To achieve continuity and maintain a competitive advantage.
- Business, contractual, legislative and regulatory requirements will be met according to the current regulations.
- Business continuity plans will be developed, maintained and tested at regular intervals and results documented.
- Information security training will be available for all employees at Induction and annual refresher training.
- Insight commits to continual improvement and review of the information security system.
- All actual or suspected security breaches will be reported to the InfoSec Team and will be thoroughly investigated

The Policy will be reviewed annually by the Senior Leadership Team.

Darren Hedley
UK Managing Director