

## ISMS Policy

This policy is based on the ISO27001:2013 recognised international standard for information security. This ensures that Ingleton Wood complies with the following security principles:

- **Confidentiality**; all sensitive information will be protected from unauthorised access.
- **Integrity**; all information will be protected from accidental, malicious and fraudulent alteration or destruction; and
- **Availability**; information will be available throughout the times agreed with the users and be protected against accidental or malicious damage.

Compliance with the ISMS policies, procedures and workplace instructions is mandatory for all staff employed by the Practice. The Practice Management Board (PMB) approve this policy and have overall responsibility for ensuring that this policy is implemented and adhered to.

PMB are committed to satisfy all applicable requirements within this policy and to the continual improvement of the ISMS, and therefore have established this information security policy so that:

- It is appropriate to the purpose of the Practice
- It includes information security objectives and provides the framework for the ongoing setting of these objectives.

## Leadership Commitment

PMB will continue to demonstrate leadership and commitment with respect to the ISMS by;

- ensuring the Information Security Policy and objectives are established in line with the strategy
- ensure the integration of the ISMS requirements into Practice procedures and processes
- ensure that resources needed for the ISMS are available
- communicate the importance of the ISMS and direct staff to contribute to its effectiveness
- ensure that the ISMS achieves its intended outcomes
- promote continual improvement and support relevant management roles to demonstrate their leadership as it applies to their area of responsibility

## ISMS Objectives

ISMS objectives have been established and are compatible with the strategy of the Partnership, with key objectives identified as goals. These objectives are set as an ongoing task by the Partners monitored quarterly to ensure that they are achieved. [Plan Do Check Act]

## Asset Management

Ingleton Wood LLP information must be classified according to its sensitivity and an information owner assigned. The IT Team will maintain and protect an information asset inventory which is also updated periodically, according to its risk profile.

## Access Control

Employees must be aware of and must follow a number of controls and procedures, which exist to limit access to confidential information. The IT Team are responsible for both establishing and maintaining robust, logical access controls.

## Physical Environment and Operations Security

All staff must be aware of and follow the detailed set of measures, controls and procedures that exist as part of the ISMS, which ensure adequate control of physical security. These include;

- building alarm

- secure offsite backup and archiving
- restricted access to the building
- secure storage
- clear desk/clear screen policy

Ingleton Wood LLP will ensure correct and secure operations of information processing facilities.

### Communication Security

The use of technology and communication are established, controlled and managed by the IT Team. The team are responsible for ensuring that the appropriate security measures and processes are in place. Ingleton Wood LLP will ensure that the security around the network, mobile and remote working are adequately protected.

### Supplier Relationships

Information security requirements for mitigating the risks associated with suppliers' access to the Practice assets must be agreed with the supplier and documented. Where contractually required, contractors may be provided access, via secure web portal, to specific internal information. This access is subject to review and the Practice reserves the right to withdraw access without notice.

### Compliance

Ingleton Wood must avoid breaches of legal, statutory, regulatory or contractual obligations related to information security and of any security requirements. Ingleton Wood LLP must take technical and organisational measures to protect personal data against accidental or unlawful destruction, or accidental loss or alteration and unauthorised disclosure or access.

- Anyone managing or handling personal data understands that they are contractually responsible for following good data protection practice
- Anyone managing and handling personal data are appropriately trained to do so
- Anyone managing and handling personal data are appropriately supervised

### Review

This document will be reviewed by its "document owner" at least once annually.



Paul Cavalier

**IT Partner**

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