

# Information Security Policy

Section Ref: POL01

Date: 25/10/2018

Revision: 4.2

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Approved by: CEO

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## 1.0 Purpose

A safe and secure working environment is fundamental to Learning Pool's success and we seek to protect our personnel, physical assets, information, company and customers' reputation from harm.

## 2.0 Application

All members of the team are committed to this policy.

## 3.0 References

This document outlines Learning Pool's commitment to information security. It includes our approach, implementing an Information Security Management System (ISMS), and how this is verified by external certification to ISO 27001 standard. Implementation - We will:

- Identify and regularly assess security threats to business operations and manage associated risks.
- Define and implement specific controls and procedures to ensure the confidentiality, availability and integrity of all forms of business and personal data.
- Develop and maintain effective Security Management processes to mitigate or minimise identified risks by the use of proactive and cost-effective measures and procedures.
- Protect all company assets, including personnel, corporate reputation, business information and systems, physical property and key business processes from harm.
- Record, analyse and investigate all reported security incidents and irregularities to develop improvements to prevent their recurrence.
- Consider security in all aspects of business operations and planning.
- Expect a positive commitment to security by all levels of management and provide sufficient resources to cover the assessed risks.

- Produce and test response, contingency and business interruption plans to cover all foreseeable events to minimise the impact of any incident or emergency and train personnel in their effective and efficient implementation.
- Introduce and maintain active programmes to develop security awareness and responsibility among all employees and contractors.
- Ensure compliance with this policy through a process of education, training, review and audit.

This Learning Pool Security Policy will be made available to customers, suppliers and the public.

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## Management of Information Security

The objectives of our Information Security Management System (ISMS) are based on a continual formal risk assessment process. Having identified and assessed risks to ourselves, and our customers, we select and resource specific information security controls. These are summarised in our current Statement of Applicability.

We are committed to meeting the requirements of information security good practice, and seeking ways in which we can improve our security to mitigate new risks.

To this end, we maintain an Information Security Management System (ISMS) which complies with the requirements of the ISO 27001:2013 standard.

Everyone within Learning Pool has an important role to play in maintaining security of information, each with their own specific tasks, and responsibilities, within the ISMS. We support staff efforts to secure information through continual staff training and awareness activities.

This policy is subject to annual review to ensure that at a strategic level it addresses the evolving information security threats and objectives needed for the organisation to be successful. It will also be used to demonstrate commitment of the continual improvement of the ISMS.

## Certification Scope

Learning Pool has been assessed and certified as meeting the requirements of

### **ISO/IEC 27001:2013**

For the following activities;

The provision and protection of hosted learning management platforms, content and tools, customer and company and associated infrastructure.


The management and monitoring of hosted service providers and the development of software solutions and mobile applications in accordance with the Statement of Applicability V2.

**Location**

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Paul McElvaney



Chief Executive Officer – October 2018