Platinum

Information Security Policy Statement

The Management and staff as a whole of Platinum Print Ltd are committed to effective Information Security Management and endeavour at all times to ensure the security and protection of the Organisation's Information Assets and those of its clients with which it has contact, be that electronically, verbally or in hard copy format.

To actively promote this Commitment, the Organisation will:

a) Set control objectives, targets and other control mechanisms, via a formal Information Security Management System (ISMS) Statement of Applicability, to drive the Continual Improvement of ISMS Performance;

b) Regularly review those objectives and targets and ensure that Information Security Management is consistent with the Organisation's overall direction and business integrity; and, through the implementation of Sub-Policies, Procedures and other defined rules or protocols of operation:

- Ensure that the organisation meets or exceeds the minimum legal requirements of all applicable Information Security Legislation in the implementation of its business contracts and day-to-day activities

- Endeavour to comply with all other Information Security requirements to which it subscribes, such as codes of practice, relating to its ISMS Objectives and Targets

- Ensure that Information Assets are suitably identified and classified

- Ensure that risks to Information Assets are evaluated and addressed including provision for the management of business continuity

c) Expect and require from suppliers and subcontractors full compliance with the Organisation's ISMS requirements via clearly defined Contracts to Supply and on-going evaluation of performance;

d) Ensure that all personnel are given training and guidance in ISMS policy and 'best practice', as appertaining to the business, and that new starters receive such instruction during their induction to the Company;

e) Ensure that suitable disciplinary processes are defined, documented, appropriately published and equitably and fairly enforced, concerning potential breaches of the ISMS;

f) Ensure that any breaches of security and security incidents are fully investigated and that appropriate corrective and preventive action is taken;

Our preferred method of client data transfer is using our 'SFTP secure server' details of which will be forwarded upon request.

- All company computers used for client data storage run data encryption (AES 256 bit keys, hashed with the user's password using SHA 256. New user requests are encrypted with 2048 bit RSA public-private keys) no attached storage is used.

- All data stored on site is held on secure file servers covered by password protection and security policies, servers are held in locked air conditioned server room

- Paper production waste is immediately shredded

- All data is backed up nightly, a monthly backup is stored off sight.

- Data access is restricted to authorised personnel

- Removable media access is restricted.

- Transfer of data is controlled by IT team and all transfers are encrypted

- Passwords are never sent with the data or by the same transport method

- Platinum Print Ltd has the following encryption software to prevent inappropriate use of data: SecurStar ShareCrypt Disk protect – for laptop/workstation encryption

- SFTP – for secure transfer and receipt of data

The ISMS is further complemented by its relationship with the Organisation's Quality Management protocols and by adherence to the processes and practices of the Integrated Management System.

This Policy will be communicated within the Company and to subcontractors as a pre-requisite to supply of services. It will also be made freely available to the Public on request.

Sep 2013

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