



INFORMATION SECURITY POLICY STATEMENT

Objective :

The Objective of the GMA Information security policy is to ensure business continuity by preventing breaches of security.

Policy :

*The purpose of this policy is to protect GMA's information assets from **all** threats, whether internal or external, deliberate or accidental.*

It is the Policy of GMA to use all reasonably practicable measures to ensure that:

- *Information will be **protected against unauthorised access***
 - ***Confidentiality** of information is assured*
 - ***Integrity** of information is maintained*
 - ***Regulatory and Legislative** requirements will be met*
 - ***Business Continuity plans** will be produced, maintained and tested.*
 - *GMA requirements **for availability of information and information systems** will be met.*
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This statement should be read in conjunction with GMA's Security manual and business continuity plan, best practice relating to:

- *The use of the Internet and E-mail*
- *The use of computer Systems*
- *Data protection*

All Staff are responsible for implementing this policy within their business area's and is subject to review in accordance with GMA's audit Procedure.

It is the responsibility of each employee to do everything reasonable within their sphere of influence to ensure that GMA's Policy is carried into effect.

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- ***Breaches of information security, actual or suspected should be reported to and investigated by the compliance manager who will report findings and recommendations to the Managing Director.***

Signed : Mr.A.G.Barnes

Date: 03rd August 2022

Managing Director