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## **HIPCEA Information Security Policy – Dated 4<sup>th</sup> January 2010**

### **Objective**

The purpose and objective of this information security policy is to protect HIPCEA's information assets (note 1) from all external threats, deliberate or accidental, to ensure business continuity, minimise business damage and maximise return on investments and business opportunities.

### **Policy**

It is the policy of HIPCEA and its employees to ensure that:

- a) Information will be protected from a loss of:  
*Confidentiality* (note 2);  
*Integrity* (note 3) and;  
*Availability* (note 4).
- b) Regulatory and legislative requirements will be met (note 5).
- c) Information security training will be available to all staff.
- d) All breaches of information security, actual or suspected will be investigated.

Guidance and procedures are in place to support this policy. These will include incident handling, information backup, system access, virus controls, passwords and encryption.

It is the responsibility of HIPCEA and its employees to manage information security (note 6). HIPCEA, the owner of the Information Security Policy has direct responsibility for maintaining and reviewing this Information Security Policy. It is the responsibility of each member of HIPCEA to adhere to this Policy.

### **Notes**

1. Information takes many forms and includes data printed or written on paper, stored electronically, transmitted by post or using electronic means, stored on tape or video, spoken in conversation.
2. *Confidentiality*: ensuring that information is accessible only to authorised individuals.
3. *Integrity*: safeguarding the accuracy and completeness of information and processing methods.
4. *Availability*: ensuring that authorised users have access to relevant information when required.
5. This includes the requirements of legislation such as the Companies Act, the Data Protection Act, the Computer Misuses Act and the Copyright, Design and Patents Act.
6. Depending on the size and nature of the business this may be a part of full time role for the nominated person acting as the Information Security Manager.