

INFORMATION SECURITY POLICY

It is the policy of Surf Tech-IT Ltd to provide its customers with a high quality service. The overall policy of the company is to provide the resources necessary to supply our customers with the products and services that satisfy their requirements in every respect. Furthermore it is Surf Tech-It Ltd's policy to continually improve our Information Security Management System (ISMS) by monitoring, measuring and evaluating performance.

The ISMS Policy will be effectively communicated within the organisation and is the responsibility of every member of staff, starting with the Managing Director who takes policy decisions which enable the correct actions to be implemented throughout the organisation.

The ISMS Policy has the full support of the Directors and ensures that activities are controlled in a manner compatible with achieving required service levels and obligations effectively. It is mandatory that all staff adhere to the procedures in order to achieve a consistent approach.

In addition it is the Policy of the Company to exercise due care and due diligence to protect Information Systems from unauthorised access, use, disclosure, destruction, modification, disruption or distribution. This will ensure that the reputation with our clients is maintained through confidentiality, integrity and availability.

Management will ensure business, legal, regulatory requirements and contractual security obligations are taken into account.

Risk Assessments against agreed criteria are undertaken and a Statement of Applicability is adhered to.

Management will ensure any subcontractor employed for a particular function will meet the requirements specified and accept responsibility for their actions.

The ISMS will be monitored regularly under the Top Management's ultimate responsibility with regular reporting of the status and effectiveness at all levels.

The Management Team bears the responsibility for establishing and maintaining the system and undertakes to ensure its integrity is maintained through instruction and training of its personnel and that each employee has a proper understanding of what is required of them.

The Policy will be made available to interested parties as appropriate.

Signed..........

Print.....M.Parsons.....

Date.....13th March 2016.....

