



onEvidence Ltd. Cotton Court, Preston PR1 3BY Company #12668322

Information Security Policy

(ISP-1)

Summary			
This overarching policy document provides an overview of information security and lists a set of policy documents (sub-policies) which, taken together, constitute the Information Security Policy of the Business.			
Scope			
The Policy applies to all staff employed by onEvidence (the Business), including contractors who are carrying out work on behalf of the business.			
Document control			
Document type	Information Security Policy – ISP-1		
Document owner	Board of Directors		
Lead contact	Dr Roxanne Khan		
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Superseded documents	N/A		
Related documents	See 'Sub-Policy Document List' below		

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1. Introduction

Information is a vital asset to any organisation, and this is especially so in a knowledge-driven organisation such as onEvidence, where information will relate to research, learning and teaching, administration and management.

This overarching Policy document provides an overview of information security and lists a set of policy documents (sub-policies) which, taken together, constitute the Information Security Policy of the Business.

These policies are in place to ensure that information is appropriately secured against the adverse effects of failures in confidentiality, integrity, availability and compliance which would otherwise occur.

2. Scope

This Policy is concerned with the management and security of the Business' information assets and the use of these assets by its staff and others who may have been granted permission to process, store or otherwise handle information on behalf of the Business.

The documents in the Information Security Policy set apply to all staff of the Business and any others who may process information on behalf of the Business.

Definitions

An information asset is defined to be an item or body of information, an information storage system or an information processing system which is of value to the Business.

3. Policy

Structure

The Information Security Policy document set is based on the control guidelines set out in the industry standard ISO 27001.

This top-level document lists a set of sub-policy documents which together constitute the Information Security Policy of the Business. All of these documents are of equal standing. Although this policy set should be internally consistent, for the removal of any doubt, if any inconsistency is found between this overarching Policy and any of the sub policies, this overarching Policy will take precedence.

Each of the sub-policy documents only contains high-level descriptions of requirements and principles. They do not, and are not intended to, include detailed descriptions of policy implementation.

Information Security Principles

The following principles underpin this Policy:

- a) Information will be protected in line with all relevant Business policies and legislation, notably those relating to data protection and human rights.
- b) Each information asset will have a nominated owner who will be assigned responsibility for defining the appropriate uses of the asset and ensuring that appropriate security measures are in place to protect the asset.
- c) Information will be made available solely to those who have a legitimate need for access.
- d) All information will be classified according to an appropriate level of security.
- e) The integrity of information will be maintained.
- f) It is the responsibility of all individuals who have been granted access to information to handle it appropriately in accordance with its classification.
- g) Information will be protected against unauthorised access.
- h) Compliance with the Information Security Policy will be enforced.

Governance

Responsibility for the production, maintenance and communication of this top-level policy document and all sub-policy documents lies with Dr Roxanne Khan.

This top-level policy document has been approved by the Board of Directors.

Changes or additions to the Information Security Policy may be proposed by any member of staff to Dr Roxanne Khan.

Any substantive changes made to any of the documents in the set will be communicated to all relevant personnel.

Sub-Policy Document List

- Information Governance Policy (IGP-1)
- Data Protection Policy (IGP-2)
- Document Management Policy (IGP-3)