



## Information Security Policy

The Directors recognise the importance of developing and implementing an Information Security Management System (ISMS). To protect business information assets within Charles Trent Limited (CTL) from all threats, whether internal or external, deliberate, or accidental, and to demonstrate the commitment we have towards our customers' and employee's information security.

CTL's ISMS framework is founded on the British Standard BS ISO/IEC 27001:2013, published by BSI.

Consistent with the requirements of the above standard, we have identified the following objectives:

- protection of information from a loss, or breach, of Confidentiality, Integrity, and Availability (CIA) is maintained throughout business functions and processes
- information security risks are identified, assessed, and managed as per our risk assessment methodology, also meeting legal and regulatory requirements
- ensure that ISMS policies and controls exist to mitigate against any identified non-conformities
- the ISMS complies with the ISO 27001 standard and is regularly reviewed by a certification body, as well as undergoing continuous improvement

These specific requirements for setting up and managing an effective information security management system emphasise CTL's commitment to:

- understanding information security needs and the necessity of establishing policy and objectives for information security
- implementing and operating controls and measures for managing the company's overall information security risk
- monitoring and reviewing the performance and effectiveness of the ISMS
- continual improvement based on objective measurement
- obtaining compliance and certification against ISO/IEC 27001:2013

It is the policy of CTL to conduct a management review of the ISMS annually or when significant changes take place to ensure the system meets the requirements of all stakeholders and compliance to the ISO 27001:2013 standard.

The Chief Operating Officer has overall responsibility for maintaining this Policy and providing guidance on its implementation. All managers are directly responsible for ensuring that policies and procedures are followed within their business areas. It is the responsibility of each employee to adhere to the business ISMS policies and procedures.

**Neil Joslin**  
**Chief Operating Officer**

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