

Information Security/Assurance

INTRODUCTION

Information is our business and one of our main assets. Companies House (CH) is committed to achieving the appropriate level of Information Security (IS) to protect restricted information (including personal information) which is not intended for the public record.

Information Security has business benefits. Having reliable and secure sources of information allows CH to provide efficient and effective delivery of its services to its customers. It is also linked to the strategic objectives of the organisation; in particular, a fully electronic operation, readily and freely accessible information and an efficient up to date registry.

STATEMENT OF INTENT

- Maintain and review an Information Security Management System (ISMS) supported by Information Security policies and procedures
- Maintain an Information Security Forum (ISF), chaired by a Main Board member, to monitor and manage Information Security issues
- Maintain and review policies and procedures which protect the organisation's information assets from all threats, whether internal or external, deliberate or accidental and ensure that:
 - Information will be protected against unauthorised access;
 - Confidentiality of information will be assured;
 - Integrity of information will be maintained;
 - Availability of Information and Information systems will be maintained;
 - Regulatory and legislative requirements will be met;
 - Business Continuity plans will be produced, maintained and tested;
 - Information security training will be provided to all staff;
 - All breaches of information security, actual or suspected, will be reported to and investigated by the Information Security Manager.
- Maintain and review procedures to support this policy. These include access control, anti virus, risk management and business continuity provisions.

RESPONSIBILITIES

- The Information Security Manager has direct responsibility for maintaining the Policy and providing advice and guidance on its implementation.
- The IS Forum provides a central point to discuss CH information security issues, to ensure that there is clear direction and visible management support for IS initiatives and issues.
- It is the responsibility of each member of staff to adhere to the relevant Policies.

Signed: 

Date: 07.02.2008