



Information Security Policy

Description	Policy covering the security of information and information systems
Current Version	1
Build Date	19/06/2023
First Author	GUY PEVERELL
Classification	Public
Document Ref.	L-IMS-52A-GAP-V1

Document History

Version	Revision Date	Change/Amendment/Review Notes	Author/Reviewer
1	19/6/2023	RENAMED	GAP

Approval History

Version:	1.0									
Author:	GAP									
Reviewed by:	IMC									
Approved by:	AF									

This document is uncontrolled when printed. Before use, please verify that this is the current version.

Intellectual Property and Confidentiality Notice: Unless otherwise agreed in writing all copyright and intellectual property rights embodied in this document are and shall remain the property of Reveal Media Ltd. The information contained herein is the property of Reveal Media Ltd and is supplied without liability for errors or omissions. The information supplied herein is provided solely for the intended purpose and no other rights whatsoever to use such information are granted. The contents of this document are confidential information and must not be disclosed to any third party without the written consent of Reveal Media Ltd. No part may be reproduced or used except as authorised in writing by Reveal Media Ltd. The copyright and the foregoing restriction on reproduction and use extend to all media in which the information may be embodied. © Reveal Media Ltd 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022

Contents

1 Purpose..... 2

2 Scope..... 2

3 Information Security Policy Statement..... 3

4 Policy Awareness 4

5. Document Owner and Approval 4

1 Purpose

This policy specifies the principles and requirements which Reveal Media Ltd has established to protect information assets owned by or in the care of the company.

2 Scope

This policy applies to all staff, contractors, temporary employees and any parties who interact with, access, or store Reveal Media Ltd's information assets.

3 Information Security Policy Statement

The Board of Directors of Reveal Media Ltd approves and directs the following policy. All employees of Reveal Media Ltd are required to comply with this policy and take individual responsibility for achievement of the policy aims by complying with the information security policies, procedures and instructions, which extend from it.

The Board and Management of Reveal Media Ltd are committed to preserving the Confidentiality, Integrity and Availability of the physical and electronic information assets throughout the organisation, in order to maintain customer confidence, commercial image, legal and regulatory compliance, contractual compliance, and profitability.

Reveal Media Ltd will operate an Information Security Management System (ISMS) to be an enabling mechanism for information sharing, for electronic operations, and for reducing information-related risks to acceptable levels.

Reveal Media Ltd.'s current strategic business plan and risk management framework provide the context for identifying, assessing, evaluating and controlling information-related risks through the establishment and maintenance of an ISMS. Information and information security requirements will continue to be aligned with Reveal Media Ltd.'s goals.

The Risk Assessment and Risk Treatment Plan identify how information-related risks are controlled. The Chief Operating Officer is responsible for the management and maintenance of the risk treatment plan. Additional risk assessments may, where necessary, be carried out to determine appropriate controls for specific risks. The Statement of Applicability identifies which controls have been implemented.

In particular, the business continuity and contingency plans, data backup procedures, avoidance of viruses and hackers, access control to systems, and information security incident reporting are fundamental to this policy. Control objectives for each of these areas are contained in the Information Security Objectives documentation and are supported by specific documented policies and procedures.

The ISMS is subject to continual, systematic review and improvement.

Reveal Media Ltd are committed to meeting the requirements of ISO/IEC 27001:2017 and achieving and maintaining accredited certification of conformity to this standard.

This policy will be reviewed to respond to any changes in the risk assessment or risk treatment plan and at least annually.

4 Policy Awareness

A copy of this Policy will be made available to all staff currently employed, or when they join the company. The Policy will be updated as required and will be available on the company's Intranet site. All members of Reveal Media Ltd are expected to be familiar with, and to comply with, the Information Security Policy at all times. The Information Security Officer will, in the first instance, be responsible for interpretation and clarification of the Information Security Policy. Staff requiring further information on any aspects of this Policy should discuss their needs with the Information Security Officer or any member of the Information Security Steering Group (ISSG).

5. Document Owner and Approval

The owner of this document is the Information Security Officer. The document is to be approved by the CEO before publishing. This Policy shall be deemed effective as of 30 June 2022. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.

This Policy has been approved and authorised by:

Name: Isabel Magan-Campbell

Position: Chief Operations Officer

Date: 30 June 2022