



Information Security Policy

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Document History

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WIP 002		Review and amendment by Reveal	I Magan-Campbell
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1.0	29/06/2018	Review and amendment by Reveal	I Magan-Campbell
1.0	22/02/2019	Annual document review. No change. Document is relevant and approved by management.	I Magan-Campbell
1.1	30/06/2020	Document updated with the following sections added. 1. Purpose, 2. Scope, 3. Policy Awareness.	Manju Prathaban

Approval History

Version:	1.0	1.1								
Author:	NI	MJ								
Reviewed by:	IMC	IMC								
Approved by:	AF	AF								

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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 2020. 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:	Alasdair Field
Position:	Chief Executive Officer
Date:	30 June 2020