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INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS) POLICY

Introduction to Information Security Management system (ISMS)

ISMS refers to the way in which businesses manage information. The international standard for this is ISO 27001. It is in fact a set of policies and procedures that form the framework for limiting the risks to business from anything that might compromise data security; much like a firewall protects access to a computer, or anti-virus software protects computer files.

The type of information could be financial, customer details, employee details, supplier details and other third party details entrusted to a company. Much of this is obligatory under data protection UK law such as GDPR. ISO 27001 is not mandatory in most countries but its implementation helps with compliance in any privacy and data security regulations.

Confidentiality and Integrity

MW Fire Ltd are committed to ensuring the safety of all information entrusted to us. As far as practical we interpret and implement the guidance in ISO 27001 as far as it may apply to our business. MW Fire are not certificated to this standard but strive to attain that level of professionalism wherever possible and use it as a comparison whenever we review the handling and safe keeping of documentation.

We will:

- Implement a system to protect the integrity of all data and information.
- Review and improve the ISMS at regular intervals or when it becomes necessary.
- Manage third party users who request our company information, for a PQQ for example, to identify and mitigate information security risks.
- Introduce a security driven culture within the Company with employee training of data protection and the need for information security.
- Deal with non-compliance or breaches, using the Company's disciplinary process.

The security policy framework includes:

- Data Protection, Asset Management, Classification & Handling Policy
- Access Management, Document Control
- Information Security Awareness Training
- Cyber Security, Malware, Anti-virus and Storage Standards



Roles and Responsibilities

All employees at MW Fire Ltd are responsible for understanding and following established company policies and the wider data protection regulations to a reasonable degree of common sense. They should follow the method of working responsibly in such things as deleting information that comes to them on their mobiles after it has been transferred to the computer, and being selective with the files they attach to emails.

The compliance with all policies and procedures of the ISMS is monitored jointly by Human Resources, Accounts, Admin and Health & Safety departments. A report is reviewed annually by the Managing Director. Responsibility for implement a program to train staff and convey the policies to employees, customers and suppliers, lies with the Health & Safety Administration, so that everyone understands the information security concepts.

Risk Assessment Analysis

We will perform vulnerability assessments and audits whenever a threat has been identified or at reasonable intervals to keep up to date with cyber security and physical data protection legislation. The last audit was performed by Which?

Information Systems Protection

The main of data and information is kept online with critical data stored on simPRO and the Company information stored on Google Drive business account. The website does not take payments but is protected to some degree with SSL port protection nonetheless.

Preparedness and Recovery

Our *Business Continuity Plan* incorporates procedures for the continuation of services. The most important aspect of that plan is preservation of the data in a form that can be accessed without interruption and especially at a time of unforeseen circumstance such as a flooding of the office.

We classify files in simple generic form, e.g. /policies ; /health & safety ; /forms ; /accreditations ; /training ; /projects ; etc.. There is little relational structure, and therefore a document is easily retrieved in its entirety and staff can therefore locate information quickly. This is an advantage when requiring an evacuation plan or incident form.

Social Media and Public Facing Releases

We do not have a media department or press release procedures as we are a relatively medium sized business. We do have Facebook, Instagram, Twitter and LinkedIn accounts that are monitored. These are accessed in the footer of our website at www.mwfire.co.uk and monitored by the webmaster. What posts are made, suggestions and responses received, are highlighted by the webmaster and actions are then authorised by HR or the Managing Director.

Self Assessment

We believe the best way to identify potential issues or breaches in security is in taking preventative measures and with monitoring existing systems where information is held.

We will :

- Survey the potential risks and try to understand vulnerabilities in our data storage methods.
- Keep a plan of action in case a security breach happens.
- Incorporate a critical data retention solution in to our Business Continuity Plan.

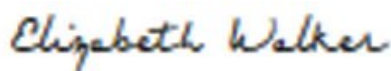
Management Statement of Commitment

In addition to the goals outlined in this policy, MW Fire understands how crucial it is to process information securely. The protection and security of customer, employee and business data are a primary importance. We look to developing, implementing, and constantly improving our ISMS as far as possible in line with ISO 27001 standards and other data regulations and thereby promoting a company that can be trusted above all else.

We feel that the point in having an ISMS policy document is to formalise our obligation and take responsibility for the trust that our staff, contractors and clients all expect from a professional company like ours. We are committed to effectively managing and securing our information and in promoting a culture of confidentiality and continual improvement with effective security practices.



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