

LMG recognises that protection of its information and data, and that of its clients is vital to the success of the business. To this end, an Information Security Management System (ISMS) has been established that operates all the processes required to identify the information that needs to be protected.

Because the needs of the business change, LMG recognise that the management system must be continually reviewed and improved to meet the current requirements by, continually setting new objectives and regularly reviewing current processes. The ISMS will be reviewed annually by senior management.

OBJECTIVES AND DELIVERABLES

It is LMG's policy to ensure:

- Information is only accessible to authorised persons from within or outside the company;
- Confidentiality of information is maintained;
- Integrity of information is maintained throughout the process;
- Business continuity plans are established, maintained, and tested;
- All personnel are trained on information security and are informed that compliance with the policy is mandatory;
- All breaches of information security and suspected weaknesses are reported and investigated;
- Procedures exist to support the policy, including Virus Control Measures, Strong Passwords, and Continuity Plans;
- Business requirements for availability of information and systems will be met;
- The Information Security Manager is responsible for maintaining the policy and providing support and advice during its implementation;
- All managers are directly responsible for implementing the policy and ensuring staff compliance in their respective departments.

LMG is against all forms of illegal or unlicensed software and accept that the deliberate and knowing use of such is a criminal offence that is unacceptable to its officers, staff and its client and supplier base.

Any member of staff found to be knowingly in possession of or using unlicensed software will face disciplinary action.

LMG is also against the misuse of the internet and its email facility and whilst it accepts that it will police all systems effectively in order to prohibit the downloading of obscene or unacceptable material, it places the responsibility directly upon the individual to observe the wishes of the company when using either facility. This also applies to the use of customer facilities made available to LMG employees off site.

Any member of staff found to be knowingly downloading, uploading or issuing obscene or unacceptable material will face disciplinary action.

LMG accepts that the use of today's technology at the office and at home poses health risks to its staff and accepts responsibility for ensuring that adequate resources are made available to provide a risk-free environment. This may take the form of risk assessments, training and the establishment of a proper environment within which to work.

ISMS Policy Statement

The Finance Director, Kathryn Rowe has been appointed to have specific responsibility for this policy and its implementation, operation, monitoring and review and the maintenance and improvement of the ISMS to ensure its effectiveness.

"It is my responsibility as Finance Director to ensure that sufficient resources are made available to enable this policy statement to be effective and enduring and that all employees affected by the policy and ISMS have the proper training, awareness, and competency." - Kathryn Rowe.

The Board has also appointed an ISMS Manager Richard Marston who will assist in fulfilling the requirements of specific provisions and advising on IT Security matters.

This statement is supported by LM284 ISMS Manual, which details the organisation, arrangements and the standards to be achieved in all related operations. A copy of the manual is held on SharePoint and will be brought to the attention of all personnel, along with this ISMS Policy Statement and any revisions to it.

This statement will be displayed prominently at all LMG premises and made available to other stakeholders - on request.

This policy has been approved by the company management and shall be reviewed by the management review team annually.

Kathryn Rowe - Finance Director

Date of Review 23/03/2018