



1. Statement of Intent

Alt HAN Co identifies that information is a critical asset and how information is managed, controlled and protected has a significant impact on the delivery of services. One of the aims of the Alt HAN Co, is to design, implement and maintain an information security function that protects any Alt HAN Co systems, services and data against unauthorised use, disclosure, modification, damage and loss.

The protection of information is integral to ensuring the success of Alt-HAN Co. It is the requirement that our employees and contractors to comply with the requirements of the Information Security Management System (ISMS) to ensure confidentiality, integrity, security and availability of internal, customer and supplier information at all times.

The Board has been elected to ensure Alt HAN Co. achieves the objectives set for it and it is the responsibility of our employees and contractors to promote a security culture within the organisation. This is achieved through the use of a number of controls including policies, processes, procedures, software, and hardware functions.

These controls are continually monitored, reviewed and improved to ensure that specific security and business objectives are met. These are operated in conjunction with other business management processes and incorporates the applicable statutory and contractual requirements.

2. Aims

To ensure commitment to Information Security is controlled through the preservation of:

Confidentiality: ensuring that information is accessible only to those authorised to have access;

Integrity: safeguarding the accuracy and completeness of information and processing methods;

Availability: ensuring that authorised users have access to information and associated assets when required.

Alt-HAN Co. operates a programme of information security awareness and compliance training through company inductions and classroom training sessions. All employees are empowered to identify any potential security weaknesses and /or incidents and report through the appropriate management channels.

A robust system is in place to continually improve the security controls to: -

- Take account of changes to business requirements and priorities;
- Consider new threat and vulnerabilities

3. Objectives and Targets

We have set objectives and targets to be measured for effectiveness and report on these at Board meetings and Information Security Forums to ensure effectiveness. This will be led by the Senior Management Team and the Leadership Team.

4. Review

This policy statement will be reviewed annually and when the business changes in nature and size, to continue to identify Alt HAN Co's activities through its contractors, partners and professional advisors to ensure continual improvement.

Paul Cooper

Managing Director