



## **Information Security Policy**

It is the policy of Acc-Unique Solutions to develop, implement and maintain an information management system designed to meet the requirements of ISO 27001 in pursuit of its primary objectives, it's purpose and to be relevant and tailored to the context of the organisation.

It is the policy of Acc-Unique Solutions to:

- make the details of our policy known to all interested parties including external where appropriate and to determine the need for communication and by what methods relevant to the business management system
- comply with all legal requirements, codes of practice and all other requirements applicable to our activities. Therefore, as a company we are committed to satisfying applicable requirements related to information security and the continual improvement of the ISMS
- maintain a management system that will achieve its objectives and seek continual improvement in the effectiveness and performance of our management system based on "risk". This involves ensuring information system procedures and controls are up to date and focused on the company's most current and significant risks
- provide all the resources of equipment, trained and competent staff and any other requirements to enable the objectives of the ISMS to be met
- embed information security into all of the organisation's activities and operations at all levels
- implement and maintain effective network configuration management to achieve the security of the information that passes through our information system
- ensure that all employees are made aware of their individual obligations in respect of this information security policy
- maintain appropriate contingency plans to make sure that the company can recover from any information security incidents quickly

This information security policy provides a framework for setting, monitoring, reviewing and achieving our objectives, programmes and targets.

To ensure the company maintains its focus on continuous improvement, the business management system is regularly reviewed by "top management" to ensure it remains appropriate and suitable to our business. The business management system is subject to both internal and external annual audits.

### **Scope of the Policy**

The scope of this policy relates to the use of the database and computer systems operated by the company in pursuit of the company's business model of providing accountancy and accountancy training services to various sectors. It also relates where appropriate to external risk sources including functions which are outsourced.