



## Information Security Policy Statement

Philm UK Limited is committed to maintaining and improving information security within the Company and minimising its exposure to risks. This is supplementary to both the General security Policy and Physical Access Security Policy statements.

It is therefore Company policy to ensure that:

- The confidentiality of corporate, client and customer information will be assured;
- Sensitive information, as defined by either the company or it's clients (however stored) will be protected against unauthorised access by appropriate measures both physical and electronic – This means that only nominated individuals will have access to those materials and to the media on which they are stored.
- The integrity of information will be maintained through the detailed monitoring of everyone who has accessed those materials.
- Information will be made available to authorised business processes and employees only when required.
- Regulatory and legislative requirements will be clearly defined for all sensitive information and applied appropriately by all who have access to that information.
- Business continuity plans for mission critical activities will be produced, maintained and tested;
- Information security training will be made available to all staff as appropriate
- The Company will comply with Standard ISO 27001 for information security; and
- All breaches of information security, actual or suspected, will be reported to and investigated.

### Policy Owner

A handwritten signature in black ink, appearing to read 'Phill Matthews', is written over a horizontal line.

Phill Matthews 02/02/2006