



Information Security Policy

Objective

The objective of information security is to ensure the business continuity of Access Records Management and to minimise the risk of damage by preventing security incidents and reducing the potential impact.

Policy

The goal of the policy is to protect Access Records Management's information assets against all internal, external, deliberate and accidental threats.

The General Manager has approved the policy and associated Information Security Policy Manual to ensure that:

- ✓ All physical information stored is classified as "Confidential";
- ✓ Physical information will be protected against any unauthorised access;
- ✓ Confidentiality of physical information will be assured;
- ✓ Integrity of information will be maintained;
- ✓ Availability of information for business processes will be maintained;
- ✓ Legislative and regulatory requirements will be met;
- ✓ Business continuity plans will be developed, maintained and tested;
- ✓ Information security training will be available for all employees; and
- ✓ All actual and suspected information security breaches will be reported to the Information Security Manager and will be thoroughly investigated.


Procedures exist to support the policy including virus control measures, passwords and continuity plans. Business requirements for availability of information and systems will be met.

The General Manager is responsible for maintaining this policy, the Information Security Policy Manual and providing support and advice during implementation.

Information Security Policy Statement

- ✓ Managers are directly responsible for implementing Information Security Policies and Procedures and ensuring staff compliance in their respective departments.
- ✓ Compliance with the Information Security Policies and Procedures by all staff is mandatory.
- ✓ All staff have responsibilities for information security as listed in the 'ARM – Security Responsibilities' document.



Signature: 

Date: 17 May 2011

Title: Information Security Manager /
General Manager