



Business Management System

Title: Information Security
Policy

2022

Document Details

DOCUMENT CONTROL

Document History

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1.1	Amendment 1	08 Sep 2021	Amended Policy following Stage 1 Audit

Responsibility (and sign-off) Matrix

The following people have been assigned sign-off responsibility for this document.

Name	Role	Responsibility	Confirmation
Tim Howard	Information Technology Director	Process Owner	Yes
Tim Bawtree	Chief Executive Officer	Authoriser	Yes

References and Associated Documents

Title	Location (including filename)

Next Review

Date of Next Review
Sept 2024

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1. PURPOSE

Information that is collected, analysed, stored, communicated and reported upon may be subject to theft, misuse, loss and corruption.

Information may be put at risk by poor education and training, and the breach of security controls.

Information security incidents can give rise to embarrassment, financial loss, non-compliance with standards and legislation as well as possible judgements being made against Quantum Switch.

This high-level Information Security Policy sits alongside the Information Risk Management Policy and Data Protection Policy to provide the high-level outline of and justification for Quantum Switch's risk-based information security controls.

1.1 Objectives

Quantum Switch's security objectives are that:

- Our information risks are identified, managed and treated according to an agreed risk tolerance
- Our authorised users can securely access and share information in order to perform their roles
- Our physical, procedural and technical controls balance user experience and security
- Our contractual and legal obligations relating to information security are met
- Our teaching, research and administrative activity considers information security
- Individuals accessing our information are aware of their information security responsibilities
- Incidents affecting our information assets are resolved, and learnt from to improve our controls.

1.2 Scope

The Information Security Policy and its supporting controls, processes and procedures apply to all information used at Quantum Switch, in all formats. This includes information processed by other organisations in their dealings with Quantum Switch.

The Information Security Policy and its supporting controls, processes and procedures apply to all individuals who have access to Quantum Switch information and technologies, including external parties that provide information processing services to Quantum Switch.

A detailed scope, including a breakdown of users, information assets and information processing systems, is included in the Information Security Management System (ISMS) Framework document.

1.3 Compliance

Compliance with the controls in this policy will be monitored by the Information Security team and reported to the Information Governance Board.

1.4 Review

A review of this policy will be undertaken by the Information Security team annually or more frequently as required, and will be approved by the Information Governance Board and Quantum Switch Executive Group.

1.5 Policy Statement

It is Quantum Switch's policy to ensure that information is protected from a loss of:

- Confidentiality – information will be accessible only to authorised individuals
- Integrity – the accuracy and completeness of information will be maintained
- Availability – information will be accessible to authorised users and processes when required

Quantum Switch will implement an Information Security Management System based on the ISO 27001 International Standard for Information Security. Quantum Switch will also reference other standards as required, mindful of the approaches adopted by its stakeholders.

Tim Bawtree

Chief Executive Officer

09 September 2021