Information Security Policy

PSL Print Management Ltd is committed to ensuring that any of its own, its employees' and its customers' information will be handled with the appropriate level of security throughout the business, in order to protect its integrity, deliver customer satisfaction, and maintain its reputation. This will be achieved by implementing best practice in Information Security in order to minimise risks.

Ultimate responsibility for information security within the company rests with the Managing Director, but specific responsibilities are delegated to the Compliance Manager and the IT Manager.

PSL Print Management Ltd does have statutory duties about information security in some areas of its business but it recognises the need to extend the scope of security to meet the specific requirements of customers in other respects. All activities undertaken by PSL Print Management Ltd are included within the Information Security Management System.

The objectives of the Information Security Management System are:

- Maintenance of an ISMS that is fully compliant and independently certified to the ISO/IEC 27001 Standard for Information Security Management Systems.
- Maintaining information security for PSL Print Management Ltd and our interested parties.
- Facilitate Information Security awareness training and compliance utilising an accredited Training Provider(s) for all company employees annually.
- Facilitate Cyber Security awareness training and compliance with an accredited Training Provider(s) for all company employees annually.
- To maintain incident management and escalation procedures for reporting and investigation of security incidents for ISMS management review and action.
- To ensure compliance with GDPR and Staff Training/awareness/understanding of their data protection obligation annually.
- Facilitate ISO 27001:2022 transition training for our IMS Compliance Team with an external UKAS accredited training provider by July 2023.
- Implement the internal transition to ISO 27001:2022 utilising internal/external resource by the end of September 2023.
- Certification to ISO 27001:2022 via external UKAS accredited body by the end of October 2024.

Tactical objectives may be added from time to time; these will be reviewed as part of the Management Review process.

PSL Print Management Ltd will document, review and assess regularly all risks with regards to Information Security and will invest in the training of its staff to ensure all understand and are committed to Information Security.

The Information Security Management System will be fully integrated into the Integrated Management System, approved by Senior Management and will form part of the Management Review process, ensuring regular oversight and demonstrating management commitment to the success and continual improvement of the system.

This policy has been approved & authorised by:

Name: Jim Gilliland

Position: Managing Director

Date: 14th February 2023

Last Reviewed: 14th February 2023