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### **3.7 – INFORMATION SECURITY POLICY**

GBC Industrial Tools (“the Company”) has established this policy in order to support the strategic aims of the Company and is committed to maintaining and improving information and security and minimising its exposure to risks.

It is the Company’s policy to: -

- ensure the confidentiality of corporate, and client information;
- protect sensitive information (however stored) against unauthorised access;
- maintain the integrity of all information;
- ensure the availability of information, as required by both the Company at its clients;
- provide information security training for all staff;
- ensure that the expectations and requirements of all interested parties, in relation to Information Security, are met;
- make information available to authorised business processes and employees when required;
- meet all regulatory and legislative requirements relating to Data Protection Act 2002, record keeping, in relation to the Companies Act and Copyright law.
- Ensure that breaches of information security, actual or suspected, will be reported to and investigated by the Company and opportunities for improvement will be identified and acted upon.
- Communicate this policy statement to all staff, and all other interested parties upon request

The policy shall be monitored reviewed by the Company, with improvements made as appropriate.

As the Managing Director of GBC Industrial Tools Limited, I accept responsibility for ensuring that the Company fully complies with this policy.

Howard Lloyd



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Monday 20<sup>th</sup> Feb 2017