

# Information Security Policy

We recognise that information security is of significant importance to both Opus Trust Communications and its customers. Information will be protected against unauthorised access and integrity and confidentiality of information will be maintained. All security breaches will be reported through the established reporting methods. Our management system security practices and objectives are regularly reviewed to ensure they continually improve in order to mitigate current and future information security risks and take into account business, legal and regulatory requirements.

We have implemented appropriate data protection measures, both technical and organisational to ensure that personal data processing is performed in accordance with the applicable legislation. All processing activities performed on behalf of our clients (the data controller) are documented and agreed as part of the contract between the parties.

Opus Trust Communications is a member of the Cheque Printers Accreditation Scheme (CPAS) scheme and operate a Cheque & Credit Clearing Company (C & CCC) Standard 55 compliant management system.

## **Management Statement of intent and commitment to information security**

The management team is committed to:

- Maintaining an effective Information Security Management System that is certified to ISO 27001:2013.
- Continually developing and improving the effectiveness of the Information Security management System.
- Establishing and reviewing the information security objectives (documented within the IMS Manual).
- Ensuring the availability of resources.
- Complying with all relevant legislation and applicable requirements.
- Ensuring all personnel are provided with appropriate training and awareness to enable them to understand and comply with the requirements of the Information Security Management System.

Signed:  .....

Date: July 2020

Ref: IS 1.1 Version 14