



Insight Direct (UK) Ltd,  
The Technology Building,  
Insight Campus,  
Terry Street,  
Sheffield.  
S9 2BU  
uk.insight.com  
0800 333 333

Registered in England and Wales  
Company No: 2579852  
VAT Registration No: 746 0751 29  
Registered Office: As left

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# Information Management Systems Policy

## Objectives

The objective of information security is to ensure the business continuity of Insight Direct (UK) Ltd to minimise the risk of damage by preventing security incidents and reducing their potential impact.

## Policy

The Policy's goal is to protect Insight's information assets against all internal, external, deliberate or accidental threats and to ensure all information received by Insight is held and maintained in a secure and controlled environment and in compliance with all contractual and legal requirements. Insight's information assets will be assessed using a risk assessment which will be used for assessing risk and setting objectives for the ISMS. Risk will be evaluated according to the following criteria: the severity of the risk and the probability of occurrence of the risk. If a risk is deemed significant it will automatically become an objective. Information security objectives are set from legislation or regulatory changes, audit reports, breaches, and objectives from the Senior Management Team.

Insight has a commitment to continual review their Information Security System through audits, industry updates and implement changes to ensure the system is robust and protected. 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 Quality Management Team is responsible for maintaining the Policy and providing support and advice during its implementation. The Senior Management Team has approved the Information Security Policy.

The Policy ensures that:

- Information will be protected against any unauthorised access
- Confidentiality of information will be assured
- Integrity of information will be maintained
- Availability of information for business processes will be maintained
- Business, contractual, 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
- Insight commits to continual improvement and review of the information security system.
- All actual or suspected security breaches will be reported to the Quality Management Team and will be thoroughly investigated

## Information security policy statement

All managers are directly responsible for implementing the Information Security Policy, ensuring that the information management system conforms to the ISO standard and ensuring staff compliance in their respective departments.

The Policy will be reviewed annually by the Senior Management Team.

Wolfgang Ebermann  
President EMEA