![mandata - Software that delivers.]	Reference:	IMSPOL05001
	Issue Date:	7th March 2024
	Issue Number:	3.0
Information Security Policy	Author:	Bulletproof
	Approver:	Allison Young
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Introduction

Mandata Ltd, and its group companies, which develops and provides transport management systems, are committed to preserving the confidentiality, integrity and availability of all the physical and electronic information assets throughout the organisation in order to compete in the market place and maintain its legal, regulatory and contractual compliance and commercial image.

To achieve this, the company has implemented an Integrated Management System (IMS) in accordance with the international standards ISO/IEC U27001:2013 and ISO/IEC9001:2015 requirements. By implementing these standards we are commitment to applying all requirements related to information security & the quality standards. The IMS is subject to continuous, systematic review and improvement.

Policy objectives

- Information is made available to all authorised parties with minimal disruption to the business processes.

- The integrity of this information is maintained.

- Confidentiality of information is preserved.

- Regulatory, legislative, legal and other applicable requirements related to information security are met.

- Appropriate information security objectives are defined and measured. See Objective Measurement Procedure

- Appropriate Business Continuity arrangements are in place to counteract interruptions to business activities and these take account of information security.

- Appropriate Information security education, awareness and training is available to staff and relevant others e.g. suppliers, working on behalf of the company.

- Breaches of information security or security incidents, actual or suspected, are reported and investigated through appropriate processes.

- Appropriate access control is maintained and information is protected against unauthorized access.

- Continual improvement of the information security management system is made as and when appropriate.

Classification: Internal only

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Roles and Responsibilities

The COO is accountable for the management and maintenance of the risk treatment plan. Additional risk assessments may, where necessary, be carried out to determine appropriate controls for specific risks.

All employees and those working under the scope of the IMS are expected to comply with this policy and with the IMS that implements this policy. The consequences of breaching the information security policy are set out in the organization's disciplinary policy and in contracts and agreements with third parties.

Mandata has established a Management System Forum chaired by the CTO to support the IMS framework and to periodically review this security policy.

This policy will be reviewed to respond to any changes in the risk assessment or risk treatment plan and at least annually.

Change History Record

Issue	Description of Change	Approval	Date of Issue
1.0	Initial issue	A Farrell	11th October 2022
2.0	Updated information classification	M Gilston	20th Feb 2023
3.0	Updated Exec member responsible & added commitment to information security standards	M Gilston	7th March 2024