



HIGHLANDER PAPER RECYCLING LTD

INFORMATION SECURITY & IT POLICY STATEMENT

It is the policy of the company to operate and maintain an Information Security Management System. Our ISMS is an acknowledgement that information is a critical business asset and that protecting the confidentiality, integrity and availability of information assets from all threats whether internal, external, deliberate or accidental is a business priority.

We have implemented appropriate controls to secure our information assets, and those we are responsible for, using physical, procedural, staff and technical security measures. In addition, we will:

- Comply with all applicable laws, regulations and contractual obligations in line with GDPR
- Implement continual improvement initiatives, including risk assessment and risk treatment strategies
- Communicate Information Security objectives and review of performance in achieving these objectives, throughout the organisation and to interested parties
- Work closely with interested parties in preserving Information Security
- Complete Information Security Awareness Training with all staff
- Constantly strive to meet and where possible exceed customer's expectations

Responsibility for upholding this policy is the responsibility of all staff with full support of the company management, as well as our competent third-party IT Company that manages all aspects of our software and computer information. Specifically, with our IT we ensure all information held on our systems are backed up incrementally throughout the day, as well as being backed up at the end of each day both internally and externally. Alongside this our IT Company ensures we have the most up to date anti-virus, with regular scans of the system and regular updates to PC's and software. Firewall is also used to prevent unauthorised access to our network.

We shall review, measure and monitor our Information Security framework, documentation and implemented controls on an ongoing basis to ensure their relevance and effectiveness in protecting our information assets with the aim of continual improvement of our systems and performance.

**Approved by Board of Directors
February 2020**

[Public]

QD32 – Information Security Policy
Issue No. 5 (02/2020)