



EXAMPLE – Information Security Policy

22 August 2019

PAROLA Directory provides the following:

Subscription database of independent providers of supplementary secondary education tuition, including their reported effectiveness.

PAROLA Directory operates an Integrated Management System (IMS) that implements the following:

Quality Management;

Information Security Management;

Business Continuity Management.

PAROLA Directory will do the following:

Foster a ***no-blame culture***, to encourage staff to reveal and resolve issues that confront us;

Comply with all applicable legal, contractual and other requirements and obligations;

Continually improve the effectiveness of the IMS.

Our Information Security Objectives are as follows:

- (1) Integrity - Completeness - Possess full details of 95% of (known) providers;***
- (2) Integrity - Accuracy - Maintained details are accurate of 97% of providers at any time;***
- (3) Integrity - Accuracy - All notifications of amendments are incorporated within 24 hours;***
- (4) Availability - Database is available to subscribers for 95% of every 24 hour period;***
- (5) Confidentiality - Workers correctly identify and report 85% of all test phishing attacks;***
- (6) Proportion of client computers with detected malware each month is less than 1%.***

The management will review the following, at least once each year:

The suitability of this policy;

The objectives of this policy;

Legal requirements and how we comply with them.