

Policy

Security



Document No: DBD_0045_QUA_POL_004
Revision: G

Security

Document No: DBD_0045_QUA_POL_004

Rev: G



Approvals

	Name	Signature	Role	Date
Author	Tim Jones		Business Systems Manager	20/11/16
Checked [QA 1]	Pete Jones		Quality & Improvements Administrator	20/11/16
Approved	Andrew Carlick		CEO, DBD Group	20/11/16

Revision History

Rev	Date	Summary of Changes	Author	Checked [QA 1]	Approved
G	20/11/16	Update format of policy documents	T Jones	P Jones	A Carlick



Security Policy

DBD Limited, as a multi-discipline provider of professional and technology based consultancy and support services, is committed to conducting its business in a manner that satisfies the security requirements of DBD Limited, its personnel, customers and suppliers. Security is the protection of people, assets, equipment, property, information, integrity and reputation from threats and is everyone's responsibility. Maintaining security is a prime responsibility of all levels of management within DBD Limited.

The aim of this Policy is to encourage initiative in all of our personnel and to adopt best practice in a culture where all personnel are aware of their individual security responsibilities and are actively engaged and committed to continually improving our standards of security.

This will be achieved by;

- ✘ Compliance, as a minimum, with all applicable legislation, additional requirements that may be set out by DBD Limited and any other requirements agreed with our customers and suppliers we work with
- ✘ The provision of suitable and sufficient security information, instruction and training (where appropriate) to enable all of our personnel to carry out their work competently
- ✘ Regularly reviewing the management system and this Policy to ensure their suitability, adequacy and effectiveness
- ✘ The provision of adequate and appropriate resources to implement this Policy and by ensuring that it is properly communicated and understood by all personnel
- ✘ The provision of Security Guidelines to all of our personnel. These Guidelines will be regularly reviewed to ensure their suitability, adequacy and effectiveness

Prevention is our first priority. Threat and risk assessments will be carried out as and when any threat to security is identified. These will be subject to regular review.

All incidents of security breaches and / or irregularities must be reported and recorded. Where required, Corrective and / or Preventive Action will be initiated and followed up by Senior Management in order to improve the overall security standard. Where appropriate security breaches and / or irregularities will be reported to the relevant authorities.

This Policy statement will be reviewed at regular, planned intervals and our performance will be monitored.

We entrust this Policy to all of our personnel and look to their support and professionalism in making this Policy truly effective in undertaking duties for and on behalf of DBD Limited.

A handwritten signature in black ink, appearing to read 'Andrew Carlick', written over a light blue horizontal line.

Andrew Carlick

Managing Director