TTC Group

Information Security Policy

Author:	D Finney	Date:	17 September 2025
Revision:	1.7	Reviewed:	September 2025
Review Date:	October 2026		

Public

ttc miadhealthcare ThinkEleven synergietraining

QM 1.7
ISSUE 1.7
PAGE 1 OF 1
DATE September 2025

SUBJECT : INFORMATION SECURITY POLICY

RESPONSIBLE : Directors

DEFINITION : Information Security aims of the ISO Management System.

POLICY

1. Information Security Management is the preservation of confidentiality, integrity and availability of information (including verbal, paper, electronic and film data)

   Confidentiality: Ensure that information is accessible only to those authorised to use it.

   Integrity: Safeguard the accuracy and completeness of information and processing to ensure confidence in the authenticity of the information.

   Availability: Ensure that authorised users have access to information and associated assets when and where required.

2. TTC are committed to ensuring that the applicable requirements of Information Security are documented, understood, implemented & maintained at all levels in the organisation throughout the business including relevant external parties.

3. The company's information security objectives are derived from:
   a) Risk assessment
   b) Legal, statutory, regulatory requirements: Data Protection Act, Official Secrets Act, General
      Data Protection Regulation
   c) Contractual requirements:
   d) Corporate objectives:
      - Customer details are released with their permission
      - Client details are released to approved third parties only
   e) Continual improvement

4. Because violation of this security policy could threaten the wellbeing of the business, it is the responsibility of all staff to:
   a) Report any security incidents
   b) Implement his or her assigned controls defined in the ISO Management Manual

ttc miadhealthcare Think Eleven synergietraining

c) Prevent viruses and other malicious software
d) Follow procedures in Business Continuity Manual

5. The Information Security Policy and Procedures described in the ISO Management Manual are based on the requirements of the Information Security Systems Standard: BS ISO/IEC 27001

Signed: J Kirkwood, TTC Chair Date: 17 September 2025