

## **Security Policy**

## **Statement of Security Policy**

Protection of company and customer assets is vital to the success of Galleon and its customers; to that end Galleon has established an information security management system (ISMS) that operates all the processes required to identify the information that needs protection, and how it is protected.

To assist in achieving this, Galleon has developed and implemented a Information Security Management System that is structured to meet the requirements of ISO 27001.

The ISMS will change as the needs of the business changes and is continually improved to meet our needs. The ISMS objectives are regularly reviewed.

## **Objectives**

It is the policy of Galleon to ensure:

- Information is only accessible to authorized persons from within or outside the company on a need-to-know basis
- Confidentiality of information is maintained
- Integrity of information is maintained throughout its use
- Business continuity plans are established, maintained, and tested
- All personnel are trained on information security and are informed that compliance with the policy is mandatory
- All breaches of information security and suspected weaknesses are reported and investigated
- Procedures exist including; malware control measures, passwords, and continuity plans
- Business requirements for availability of information and systems will be met
- The Information Security Manager is responsible for maintaining this policy and providing support and advice during its implementation
- All managers are directly responsible for implementing the policy and ensuring staff compliance in their respective departments

This policy has been approved by the company top management and is be reviewed annually:

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