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## INFORMATION SECURITY POLICY

The purpose of this Information Security Policy is to establish a framework for the management and protection of information assets within XMA Limited ensuring compliance with ISO 27001:2013 standards. The policy aims to protect the confidentiality, integrity, and availability (CIA) of information, ensuring that information is secured against unauthorized access, loss, or damage and to enable compliance with Service Level Agreements (SLAs) and relevant UK and European legislation, laws and regulations.

The ISMS scope covers - The delivery, deployment and management of IT solutions, support and services in accordance with Statement of Applicability of our 3 offices in Nottingham, St Albans and Livingston.

This policy provides the foundation for setting specific, measurable, achievable, relevant, and time-bound information security objectives that align with XMA's Strategic 7 Objectives.

- Confidentiality – information is only accessible to authorised individuals which includes access control policies, third party access with Non-disclosure agreements (NDAs) and Information handling, classification and retention processes.
- Integrity – the accuracy and completeness of information is maintained covering change management and audit trails.
- Availability – information is accessible to authorised users when required including processes for continuity planning, system maintenance, redundancy and backups.
- Risk management - formal Risk management process in place involves conducting regular risk assessments. Risks are prioritised based on their potential impact and probability and appropriate mitigation strategies are implemented.
- Security incident management - effective response to any information security events that may compromise the CIA of information assets. The organisation follows a structured Cybersecurity Incident Response Plan (CIRP), which outlines the procedures for detection, analysis, containment, eradication, recovery and lessons learned.

The responsibility for leadership of ISMS is the Chief Revenue Officer with the Services Director to ensure compliance of the policy, set objectives and continual improvement of the ISMS. Security and compliance teams implement and maintain the ISMS and ensure continued relevance and effectiveness.

DocuSigned by:

*Jimmy Devlin*

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**Jimmy Devlin**

Services Director on behalf of XMA

Date : 8<sup>th</sup> September 2025