

1.0 INFORMATION SECURITY POLICY

ESTATE INSURANCE GROUP has adopted an information security policy.

It is the Company's policy to ensure that information, systems used to hold or process information and data, staff, external personnel and or contractors, are administered and operate in a safe & secure environment.

- Protect the trusted partner status of the Company
- Reduce the risk of the corruption or loss of user confidence or customer information
- Protect information confidentiality, integrity & availability
- Protect appropriate access to information & information systems to authorised users of information
- Ensure compliance with current legislation & regulatory requirements
- Establish a continuity plan to minimize departmental damage by minimizing the impact of information security breaches and disaster.
- Protect networks & information processing systems from loss, theft, unauthorised copying, and tampering & intended or accidental change to information or software.
- Safeguard the Company against the use of illegal or unlicensed software.
- Prevent the inadvertent or malicious introduction of viruses or other interference

The Company has appointed an Information Security Officer directly responsible for managing, maintaining and advising on information security. Appropriate training & guidance is provided to all concerned with the implementation of this policy.

The Policy will be communicated to all new employees, and is displayed within key locations of the archive.

As part of this policy the Company will undertake a programme of regular audits to verify compliance to the standard.

The Company will undertake regular **Management Reviews** to assess the suitability of the programme & to review audits and security breaches. Opportunities for continual improvement will be identified where appropriate and will be actioned.

Signed:

Jeremy Stephen
Director
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