

## LAW IMAGE INFORMATION SECURITY MANAGEMENT SYSTEM POLICY POL002

Version	3.0
Approved by	Director
Created by	Phil Watson
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Law Image Services (Aust) Pty Ltd is ISO 27001:2013 certified and is committed to managing the Information Security Management System (ISMS) by conforming to the ISO 27001:2013 standard. This is the basis of the framework for all procedures and policies addressing information security in Melbourne Head office and interstate branches of Sydney, Brisbane, and Perth, using IT processes and information processing facilities of the company in relation to the transmission and storage of sensitive Law Image and client information in accordance with its business objectives by:

- Communicating, developing, and implementing objectives, policies and processes to ensure confidentiality, integrity, and availability of all critical information data and information processing facilities.
- Complying with statutory and regulatory requirements, contractual security obligations, and other applicable requirements.
- Maintaining appropriate systems to ensure integrity and protection against unauthorised alteration or destruction.
- Managing security incidents effectively by establishing security incident response plans.
- Implementing controls for identified risks, threats, and vulnerabilities.
- Establishing, implementing, and testing business continuity plans.
- Continually improving the ISMS.

Law Image operates according to the following principles of data security:

- All client data is treated as confidential
- All client data is managed with suitable levels of physical and logical security
- Law Image controls data throughout the processing workflow
- Law Image respects all statutory and legal requirements for data security

Law Image Services (Aust) Pty Ltd's ISMS objectives are documented, together with details of how they will be achieved, in the Strategies and Objectives Register. These are monitored and reviewed for achievement on an ongoing basis, including via ISMS management review. If amendments are required, these will be managed through the change management process.

This ISMS policy will be reviewed annually at the ISMS management review and additionally, as necessitated by changes within Law Image Services (Aust) Pty Ltd and made available to all interested parties.

**Mik Sharma**

Director

Date: 19/11/2020

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