



Information Security Policy

Policy Title: Information Security Policy

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I. Policy Statement

The purpose of this policy is to provide a security framework that will ensure the protection of Yorkshire Rubber Linings Ltd Information from unauthorized access, loss or damage. Yorkshire Rubber Linings Ltd Information may be verbal, digital, and/or hardcopy, individually-controlled or shared, stand-alone or networked, used for administration, research, training, or other purposes. Standards and procedures related to this Information Security Policy will be developed and published separately. Failure to comply with this policy may subject you to disciplinary action.

I.1 Who Is Affected by This Policy

The Information Security Policy applies to all Yorkshire Rubber Linings Ltd employees, as well as sub-contractors acting on behalf of Yorkshire Rubber Linings Ltd. This policy also applies to all other individuals and entities granted use of Yorkshire Rubber Linings Ltd, including, but not limited to, temporary employees, and volunteers.

I.2 Definitions

Authorization – the function of establishing an individual's privilege levels to access and/or handle information. Availability – ensuring that information is ready and suitable for use.

Confidentiality – ensuring that information is kept in strict privacy.

Integrity – ensuring the accuracy, completeness, and consistency of information.

Unauthorized access – looking up, reviewing, copying, modifying, deleting, analysing, or handling information without proper authorization and legitimate business need.

Yorkshire Rubber Linings Ltd – information that Yorkshire Rubber Linings Ltd, possesses, or has access to, regardless of its source. This includes information contained in hard copy documents or other media, communicated over voice or data networks, or exchanged in conversation.

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Yorkshire Rubber Linings Ltd appropriately secures its information from unauthorized access, loss or damage while supporting the open, information-sharing needs of our training programs.

A. Classification Levels

All Yorkshire Rubber Linings Ltd Information is classified into one of four levels based on its sensitivity and the risks associated with disclosure. The classification level determines the security protections that must be used for the information.

When combining information, the classification level of the resulting information must be re-evaluated independently of the source information's classification to manage risks.

Additional requirements for the protection of information in each classification level are identified in the Yorkshire Rubber Linings Ltd Information Protection Standards and Procedures.

The classifications levels are:

1. Restricted

The following Yorkshire Rubber Linings Ltd Information is classified as Restricted:

- National Insurance number
- Bank account number
- Driver's license number
- Credit card number
- Protected health information

Sharing of Restricted information within Yorkshire Rubber Linings Ltd may be permissible if necessary to meet the company's legitimate business needs. Except as otherwise required by law (or for purposes of sharing between law enforcement agencies), no Restricted information may be disclosed to parties outside Yorkshire Rubber Linings Ltd, including contractors, without the proposed recipient's prior written agreement (i) to take appropriate measures to safeguard the confidentiality of the Restricted information; (ii) not to disclose the Restricted information to any other party for any purpose absent the company's prior written consent or a valid court order. In addition, the proposed recipient must abide by the requirements of this policy. Any sharing of Restricted information within Yorkshire Rubber Linings Ltd must comply with company's policies including Rights, Rules and Responsibilities and Acceptable Use Policy for Yorkshire Rubber Linings Ltd Information Technology and Digital Resources.

3. Confidential

Yorkshire Rubber Linings Ltd Information is classified as Confidential if it falls outside the Restricted classification, but is not intended to be shared freely within or outside the company due to its sensitive nature and/or contractual or legal obligations. Examples of Confidential Information include all non-Restricted information contained in personnel files, misconduct and law enforcement investigation records, internal financial data, donor records, and training records.

Sharing of Confidential information may be permissible if necessary to meet the Yorkshire Rubber Linings Ltd legitimate business needs. Unless disclosure is required by law (or for purposes of sharing between law enforcement agencies), when disclosing Confidential information to parties outside of Yorkshire Rubber Linings Ltd, the proposed recipient must agree (i) to take appropriate measures to safeguard the confidentiality of the information:(ii) not to disclose the information to any other party for any purpose absent the company's prior written consent or a valid court order. In addition, the proposed recipient must abide by the requirements of this policy. Any sharing of Confidential information within the company must comply with Yorkshire Rubber Linings Ltd policies including Rights, Rules and Responsibilities and Acceptable Use Policy for Yorkshire Rubber Linings Ltd Information Technology and Digital Resources.

4. Unrestricted Within Yorkshire Rubber Linings Ltd

Yorkshire Rubber Linings Ltd Information is classified as Unrestricted Within Yorkshire Rubber Linings Ltd if it falls outside the Restricted and Confidential classifications, but is not intended to be freely shared outside the company. One example is the company Facebook or Twitter page.

The presumption is that Yorkshire Rubber Linings Ltd information will remain within company. However, this information may be shared outside of Yorkshire Rubber Linings Ltd if necessary to meet the company's legitimate business needs, and the proposed recipient agrees not to re-disclose the information without Yorkshire Rubber Linings Ltd consent.

4. Publicly Available

Yorkshire Rubber Linings Ltd Information is classified as Publicly Available if it is intended to be made available to anyone inside and outside of Yorkshire Rubber Linings Ltd.

B. Protection, Handling, and Classification of Information

1. Based on its classification, Yorkshire Rubber Linings Ltd Information must be appropriately protected from unauthorized access, loss and damage.
2. Handling of Yorkshire Rubber Linings Ltd Information from any source other than Yorkshire Rubber Linings Ltd may require compliance with both this policy and the requirements of the individual or entity that created, provided or controls the information. If you have concerns about your ability to comply, consult the relevant manager.
3. When deemed appropriate, the level of classification may be increased or additional security requirements imposed beyond what is required by the Information Security Policy and Yorkshire Rubber Linings Ltd Information Protection Standards and Procedures.

5. Responsibilities

All Yorkshire Rubber Linings Ltd, staff and others granted use of Yorkshire Rubber Linings Ltd Information are expected to:

- Understand the information classification levels defined in the Information Security Policy.
- As appropriate, classify the information for which one is responsible accordingly.
- Access information only as needed to meet legitimate business needs.
- Not divulge, copy, release, sell, loan, alter or destroy any Yorkshire Rubber Linings Ltd Information without a valid business purpose and/or authorization.
- Protect the confidentiality, integrity and availability of Yorkshire Rubber Linings Ltd Information in a manner consistent with the information's classification level and type.
- Handle information in accordance with the company's Information Protection Standards and Procedures and any other applicable Yorkshire Rubber Linings Ltd standard or policy.
- Safeguard any physical key, ID card, computer account, or network account that allows one to access Yorkshire Rubber Linings Ltd Information.
- Discard media containing Yorkshire Rubber Linings Ltd information in a manner consistent with the information's classification level, type, and any applicable company retention requirement. This includes information contained in any hard copy document (such as a memo or report) or in any electronic, magnetic or optical storage medium (such as a memory stick, CD, hard disk, magnetic tape, or disk).
- Contact the main Office prior to responding to any litigation or law enforcement subpoenas, court orders, and other information requests from private litigants and government agencies.
- Contact the main office prior to responding to requests for information from regulatory agencies, inspectors, examiners, and/or auditors.

6. Related Yorkshire Rubber Linings Policies, Procedures, Standards, and Templates

Rights, Rules, Responsibilities

Acceptable Use Policy for Yorkshire Rubber Linings Ltd Information Technology and Digital Resources

Yorkshire Rubber Linings Ltd Policy for Accepting and Handling Credit and Debit Card Payments

Red Flags Procedures Under Yorkshire Rubber Linings Ltd Identity Theft Prevention Program

Procedure for Responding to a Possible Exposure of Sensitive Yorkshire rubber Linings Data

Yorkshire Rubber Linings Ltd Information Protection Standards and Procedures

Confidentiality Information Agreement Template

7. Policy Review

At a minimum, the Information Security Policy will be reviewed every 24 months