

*Uncontrolled copy, refer to the intranet for current documents.*

*Issue 6*

## **ISMS002 - European Electronique Information Security Management Policy**

### **Objective:**

The objective of information security is to ensure the business continuity of European Electronique and to minimise the risk of damage to the organisation's information assets (including customer's information that the company has access to) by managing the likelihood and potential consequences of information security incidents.

### **Policy:**

This policy has been approved by the CEO and its goal is to protect information assets against internal, external, deliberate or accidental threats.

In order to safeguard that the business requirements for the availability of information will be met we will ensure that:

- Access is strictly controlled by asset owners and access rights will be granted only to information and areas required for an individual's work role. There should be no blanket access.
- Information has appropriate protection against unauthorised access to make certain that:
  - Confidentiality will be ensured,
  - Integrity and availability will be maintained,
  - Availability for business requirements will be identified and met, and
  - All legal and Regulatory requirements will be identified and met.
- Business continuity plans will be in place and tested.
- Information Security training will be provided for all employees
- All information security breaches (actual or suspected) will be reported to the email group [incidentteam@euroele.com](mailto:incidentteam@euroele.com) to ensure that they are investigated and actions taken to prevent recurrence
- It is the responsibility of all employees and subcontractors who perform work on the company's behalf to safeguard information assets.

The ISMS manager is responsible for providing support and advice during its implementation. We are also committed to achieving compliance with applicable data protection legislation and the contractual terms agreed with our customers and where appropriate we will assign customers a specific contact point for data protection issues.

We will ensure that customer's data will not be divulged or used for marketing and will not be used for any other purpose than that agreed with the customer.

Where we hold customer's data as part of a cloud contract we will continue to hold such data at the end of the contract for a period of 14 days from the date of termination of the contract during which time the customer may request that the data is returned or destroyed as required. A charge may be levied depending on the amount of data concerned. At the end of this period the data will be subject to secure destruction.

In order to achieve our information security goals, in addition to the above, we will set objectives and determine the effectiveness of the system by conducting periodic Management Reviews.

We will strive to achieve continuous improvement to the suitability, adequacy and effectiveness of the ISMS.

It is the responsibility of all employees to adhere to the policies and procedures of the Information Security Management System. Any breaches of the system can result in disciplinary action being taken.



Signed \_\_\_\_\_

CEO Date\_\_15th August 2025\_\_

Issue	Date	Comment	Approved by
1	02/12/13	New issue	Yolanta Gill (CEO)
2	6/12/13	Added bullet with responsibility of all employees	Yolanta Gill (CEO)
3	03/04/14	Added bullet about access rights	Yolanta Gill (CEO)
4	13/02/15	Added 'suitability, adequacy and effectiveness' to the continuous improvement statement. Changed impacts to consequences. Added section on customer's information in objective. Added subcontractors to the responsibilities section	Yolanta Gill CEO)
5	13/06/16	Added section on compliance with DPA and contractual terms	Yolanta Gill CEO)
6	11/07/25	Branding updated	Yolanta Gill (CEO)

### European Electronique Quality Policy

We believe that technology can make a significant difference to the people and organisations that we work with. By understanding the challenges our customer face, and their unique requirements, we will strive to ensure that we deliver the right technology solutions, offering the high level of value and impact required to make a difference.

European Electronique's mission is the meaningful and continual growth of our business to become a market leader in Infrastructure solutions. We are committed to achieving this goal by providing and supporting, Data Centre, Cyber Security, Networking, and Managed Service solutions to the following markets: Education, Councils, Health, Housing, Charities and Commercial.

We are committed to maintaining certification to the ISO 9001 Quality Management System standard as it underpins how we will work with both customers and suppliers to help us achieve our mission and forms the basis for how develop and deploy our market offerings.

We are also committed to continually improving every activity between our internal and external customers with the aim of satisfying our customer's requirements in every way.

In pursuit of this improvement, we will set objectives and targets and monitor and review performance. We will ensure that all other applicable requirements are met.

All staff shall adhere to the requirements of the Quality Management System. For and on behalf of the board of directors.



Approved by \_\_\_\_\_(CEO)

Date\_\_\_\_6th June 2025\_\_\_\_\_

#### **Issue History**

Rev	Date	Comment	Approved by
1	10/05/19	New issue – removed from Quality Manual	Yolanta Gill
2	08/05/24	Policy updated	Yolanta Gill