

## Information Security Policy

Belmont Press is one of the UK's largest independent commercial printers specialising in the production of corporate, educational, and promotional printed literature. The Board of Directors recognise the importance of Information Security, and are committed to ensuring the organisation operates responsibly in order to protect its information assets from External, Internal, Accidental, or Deliberate threats, and where such threats are unavoidable mitigating any potential impact(s).

It is the aim of Belmont Press to ensure that all operations are conducted in-line with the requirements of the General Data Protection Regulation (GDPR) and in compliance with all applicable legal obligations.

On-Going improvements in Information Security Management are achieved through the establishment, and monitoring of documented Information Security Objectives/Targets. Belmont Press recognises the importance of risk management with regard to its information assets, and shall operate a Risk Management Framework to ensure that operational and strategic risks are proactively evaluated, and appropriate control measures implemented.

The Framework shall support the documented Information Security Objectives/Targets, and the organisations commitment to continuous improvement. The Framework will be governed by the Board of Directors, who shall through the monitoring of key risk indicators ensure that specific control measures are implemented, in order to ensure that residual risks remain within pre-defined tolerance levels.

The Company Standards Manager shall be responsible for the day-to-day maintenance of the Framework, and will monitor significant risks on behalf of the Board of Directors in order to ensure that all mitigation strategies remain effective. Employees across the two sites from which Belmont Press operates are made aware of their responsibilities and roles within the staff handbook, and shall be given sufficient information, supervision, instruction, and training in order to be able to meet the required standards.

Information regarding the information security performance of Belmont Press will be made available to customers, employees, local government, public authorities, suppliers, and any other stakeholders upon request to the Company Standards Manager.

The Information Security Management System is reviewed annually by the Board of Directors, and quarterly by the Company Standards Manager.

Signed.....

Owen Thomas  
Managing Director