APPENDIX 2

Strathclyde Partnership for Transport

Information Security Policy Statement

Strathclyde Partnership for Transport (SPT) Management has established an Information Security Policy, which supports the strategic aims of the business and is committed to maintaining and improving information security within SPT and minimising its exposure to risks. It is therefore SPT policy to:

- Ensure the confidentiality of corporate, customer and employee information;

- Protect sensitive information (however stored) against unauthorised access;

- Maintain the integrity of all information;

- Ensure the availability of information, as required;

- Provide information (management) security training for staff;

- Meet the expectations and requirements of all interested parties, in relation to Information Security;

- Make information available to authorised business processes and employees when required;

- Meet all regulatory and legislative requirements;

- Produce business continuity plans for business activities that are regularly maintained and tested;

- Ensure that all breaches of information security, actual or suspected, will be reported to the Assistant Chief Executive and investigated by the SPT Information Governance and Legal personnel and opportunities for improvement will be identified and acted upon; and

- Communicate this policy statement to the public, through our website and on request.

The policy is dynamic and includes a commitment to continual improvement through a process of incident reporting, risk assessment and regular audits. It provides a framework for establishing and reviewing security objectives. Management is responsible for communicating the company's Information Security Policy and making sure it is understood at all levels.

This Information Security Policy statement is not intended as a stand-alone document and is supported by detailed policy, plans and process operating procedures, to form a set of working documents, which define SPT's security activities.

Signature:_____   Print: _____

Date:_____   Designation: <u>Assistant Chief Executive</u>