

## **1. Purpose**

The purpose of this document is to define the role that the top management of Dornan Engineering Group (Dornan) takes in the Information Security and privacy. This ensures the commitment to information security and privacy, the development and propagation of the policy, and the assignment of appropriate information security and privacy roles, responsibilities and authorities.

## **2. Scope**

To define Dornan's information security and privacy policy and to ensure the appropriate information security and privacy roles, responsibilities and authorities are assigned.

## **3. Responsibilities**

- The Group IT Director is responsible for setting and approving the information security and privacy Policy.
- The Managing Director is responsible for ensuring that roles, responsibilities and authorities are appropriately assigned, maintained and updated as necessary.
- All Employees are responsible for adhering to the requirements of the information security and privacy policy and for fulfilling any duties related to assigned roles, responsibilities or authorities.

## **4. Information Security and Privacy Policy Statement**

It is Dornan's policy to maintain an Information Security Management System designed to meet the requirements of the ISO 27001:2022 Standard in pursuit of its primary objectives, purpose and the context of the organisation.

Dornan provides satisfaction to all customers, stakeholders and interested parties whenever possible, meeting and exceeding expectations. Customer service is an essential part of the process; therefore, the organisation provides all employees with training to ensure awareness and understanding of information security and privacy.

Dornan ensures the details of this policy are known to all internal and external interested parties; where appropriate and determines the need for communication and by what methods. These include but are not limited to customers and suppliers and their requirements as documented in contracts and specifications.

Dornan complies with all legislation, regulations, codes of practice and all other requirements applicable to their activities.

Dornan provides all resources; inclusive of equipment, trained and competent staff and any other requirements to enable defined information security and privacy objectives to be met. Dornan provisions user account access with least privileges necessary to perform role and task functions as a rule.

Dornan ensures that all employees are made aware of their individual obligations in respect of this information security and privacy. All roles and responsibilities are set out in the ISMS Manual.

Dornan maintains a management system that will achieve the company's objectives and seek continual improvement in the effectiveness and performance of the management system based on "risk".

Dornan has set information security and privacy objectives using the SMART (Specific, Measurable, Achievable, Realistic and Timed) principles. Objectives are planned and documented; inclusive of how each is to be achieved and actions required. Subsequently, the objectives are regularly monitored and reviewed.

To ensure the company maintains its awareness for continuous improvement, the Information Security and privacy is regularly reviewed at planned intervals by the Senior Management Team to ensure it remains appropriate and suitable to the business.

The Management System is subject to both internal and external audits; as appropriate.

#### **Document Owner and Approval**

The Director of IT is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the organisation's review requirements.