

ISMS Policy Statement

Founded in 1964, Kirby Group Engineering is an International multi-disciplinary Building Services Contracting Company specialising in Design and Management of Electrical, Mechanical, Civil, Structural installations, including Process, Instrumentation, Communications, Calibrations, Fire Protection, Transmission and Distribution Services. The Managing Director has ultimate responsibility for formulating and implementing the ISMS Policy. The Group IT Manager is responsible for monitoring the operation of this policy. This ISMS Policy Statement shall be reviewed annually at a Management Review meeting to ensure it remains in accordance with our current company strategy. Kirby Group Engineering is committed to this by;

- Protecting Kirby information from all threats, whether internal or external, deliberate or accidental. Information takes many forms and includes data stored on computers, transmitted across networks, printed out or written on paper. Information should be made available with minimal disruption to staff and the public as required by the business.
- The integrity, Confidentiality & Availability of information is to be maintained while safeguarding the accuracy and completeness of information by protecting against unauthorised modification. This is to ensure that information and vital services are available to users when and where they need them while maintaining security. All breaches of information security, actual or suspected, will be reported to, and investigated.
- Appropriate physical and digital access control will be maintained and information is protected against unauthorised access.
- Policies, Procedures and Guidelines in relation to Information Security will be made available through K-Net. All managers are directly responsible for implementing the ISMS Policy within their units, and for adherence by their staff. It is the responsibility of each member of staff to adhere to the ISMS Policy.

The purpose of this policy is to provide Kirby staff and other users of its ISMS resources with clear guidance on the appropriate, safe and legal way in which they can make use of the company's information. This policy is mandatory and by accessing any Kirby information, users are agreeing to abide by the terms of this policy.

SIGNED:


Derry McMahon
Group Finance Director

Date: 08/01/2020