INFORMATION SECURITY POLICY

Introduction

The objective of this policy is to protect the confidentiality, integrity and availability of information and information systems under the control of **Lindum Squash Club.**

To this end, **Lindum Squash Club** will:

- Protect information and property of members
- Comply with all relevant laws and regulations
- Fulfil or exceed contractual obligations
- Educate employees, Committee Members and volunteers on their responsibilities
- Report security incidents and concerns immediately

Policy

- An accurate inventory of information assets will be maintained.
- Access to information facilities, systems and networks will be limited to authorised users.
- Privileged access rights will be restricted to qualified individuals on a need-to-know basis.
- Use of information systems will be for legitimate business purposes only.
- Passwords must be complex and must not be disclosed or shared.

- Antivirus software will be operational and up to date.
- Firewalls will be enabled with approved rules.
- Wireless access must be secured with WPA2 and/or VPN.
- Software security patches will be installed as soon as possible.
- Backups will be maintained and tested regularly.
- The processing of personal data will be controlled and documented.
- Confidential information must not be disclosed without authorisation.
- Confidential information must be adequately protected during transit and storage.
- Use of information systems and networks will be routinely logged and monitored.
- Security requirements will be established and agreed with relevant parties.
- Security incidents and concerns must be reported immediately.
- Disciplinary action will be undertaken where there is non-compliance.

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