

(Group) Totally plc - Information Security Management Statement & Policy

This policy applies to all corporate functions and delivery divisions within Totally plc; Urgent Care, Planned Care, and Insourcing.

The senior management of Totally plc (the Group) recognises the significance of the security of information. Totally plc Information Security Management (ISM) policy is to maintain the highest standard of confidentiality, integrity, and availability (as defined in the scoping document) of internal, customer and supplier information. The overall intent of this management system is to give customers and other interested parties confidence in the Groups ability to protect all information held or processed by the business.

The success of the Group is dependent upon the company's ability to store information securely and retrieve and process it as and when required. Such information and the way it may be processed is subject to current UK Data Protection (GDPR) legislation.

Our ISM policy is achieved by a stringent set of controls, including policies, processes, procedures and software and hardware functions. These controls are continually monitored, reviewed, improved, and approved by senior management to ensure that specific security and business objectives are met. This is operated in conjunction with other business & information management processes, and incorporates the applicable statutory, regulatory, and contractual requirements.

Objectives, aligned with the business strategy, have been defined primarily through the SWOT and PESTLE, although some may come from the information security risk assessment and the Management Review; they are designed to drive the management system forward and bring about continual improvement. Supporting KPIs are in place to ensure the operational security targets are met.

The Information Security Management system has been designed to address legislation as listed in the legal register.

The Group operates a programme of information security and compliance awareness through company inductions, training, eLearning, and internal audits.

All employees are empowered to identify any potential security weaknesses and/or events which could be Information Security Incidents and report through the appropriate management channels.

The ISM policy is readily accessible internally and presented to existing and prospective clients. In addition, to employees; suppliers, contractors and sub-contractors of the Group are expected to adhere to our ISM policy.

Name: Wendy Lawrence

Signature: 

POSITION: Chief Executive Officer, Totally plc (Group)

Date document signed: 14 July 2021