

Australian Defence Apparel

# Information Security Policy

2020

# Information Security Policy

ADA is committed to providing an Information Security Management System (ISMS) that protects the company's information and support systems from a wide range of threats to ensure business continuity, system integrity, confidentiality and minimise operational risk.

ADA's Information Security Management System scope covers the digital information and ICT systems and networks supporting the design, development, sale and distribution of uniforms and protective clothing to government agencies and corporate enterprises. The effectiveness of our ISMS will be assessed annually through compliance audits to the ISO 27001:2013 information security management standard.



# Purpose

Australian Defence Apparel (ADA) is committed to providing an Information Security Management System (ISMS) that protects the company's information and support systems from a wide range of threats to ensure business continuity, system integrity and confidentiality and minimise operational risk.

The purpose of this policy is to provide an overview to ADA employees and other interested parties of our commitment to ensuring the confidentiality, integrity, availability and privacy of both Company owned data and the data entrusted to us by our customers and business partners.

# Scope

ADA's Information Security Management System scope covers the digital information and ICT systems and networks supporting the design, development, sale and distribution of uniforms and protective clothing to government agencies and corporate enterprises. The purpose of this policy is to provide an overview to ADA employees and other interested parties of our commitment to ensuring the confidentiality, integrity, availability and privacy of both Company owned data and the data entrusted to us by our customers and business partners.

# Policy

ADA's commitment is to ensure that:

- An effective and auditable Information Security Management System is implemented and maintained
- Appropriate systems to ensure integrity and protection against unauthorised alteration or destruction are maintained
- Employees and customers who use ADA's systems have timely and reliable access to information and services.
- The security of information and information systems is promoted throughout the business
- Employees understand the importance of information security and comply with all policy, procedures and standards regarding information and information assets.
- Effective risk management is practiced in accordance with ADA's Risk Management Framework.
- Effective controls to address identified risks, threats and vulnerabilities are implemented.
- A baseline for information security is established and the management system is continually improved.
- Our ISMS complies with any statutory, legislative and government direction regarding information security.
- All customer and employee information that is held is appropriately protected and handled.
- The effectiveness of our ISMS will be assessed annually through compliance audits to the ISO 27001:2013 information security management standard.

# Reference Documentation

- ISO/IEC 27001:2013: Information Technology – Security Techniques – Information security management systems – Requirements
- ISO/IEC 27002:2013: Information Technology – Security Techniques – Code of Practice for information security Controls
- AS ISO 31000:2018 Risk Management - Guidelines
- BMP 1.04: Risk Management Policy
- BMP 1.05 Risk Management Procedure
- The Privacy Act 1988 (<https://www.legislation.gov.au/Series/C2004A03712>)
- BMP 14.05 Privacy Policy
- BMP 6.41 Human Resources Privacy Policy
- BMP 14.07 IT Systems Procedure

## REVISION TABLE

Rev No.	Date	Description	Pages	By
1	28/5/2020	New policy	All	ND
2	2/9/2020	Update of policy	All	ND
3	15/10/2020	Document review	All	ND

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