



## **Information Management Policy**

The management of Scan Film or Store Ltd has implemented an information management system policy to provide direction and support for the management of electronic information and to ensure the system is operated in accordance with the approved information security policy.

The scope of the policy document relates to stored information used in relation to all aspects of the work undertaken for clients by Scan Film or Store Ltd and the company's own electronic storage system.

Scan Film or Store Ltd is committed to, and has defined a controlled approach for, the use of electronic systems in storage of information over time, the transfer of information and the security of information during retention.

The Directors have ultimate responsibility for ensuring that the information management system is adequately implemented, maintained and protected, however the allocation of roles and responsibilities for information storage, transfer and security have been defined and are managed by authorised staff.

Procedures exist to support and protect the policy, including virus control measures, access rights and passwords, continuity plans and the segregation of roles to address the risk of either accidental or malicious changes to, or disclosure of, information. All actual or suspected information security breaches will be reported to the Directors and will be thoroughly investigated.

In addition, procedures have been established to ensure that the identity of those involved in information capture, transfer and security is authentic.

The electronic storage and transfer technology is defined in the policy and is appropriate to the original documentation; all stored information covered by the policy are held in a format and on media as described in the company's Operations Procedures and Processes manual.

The document retention policy and has been agreed within Scan Film or Store Ltd to cover legal and operational requirements consistent with the status of being a limited company. The retention period for electronic documents is agreed with each individual client to cover legal and operational requirements consistent with their business.

All original documents received in paper form are securely and confidentially destroyed, in accordance with procedures documented in the Operations Procedures and Processes manual – after internal quality control procedures have been successfully completed, with the following exceptions; poor quality documents for which a satisfactory image has not been obtained, original documents which are retained for legal or contractual reasons.

The procedure for all destruction of paper and electronic documents is detailed in the Operations Procedures.

No paper original documents are destroyed until the electronic version has been quality checked. Electronic documents are only routinely destroyed during media migration procedures.

A certificate of destruction is produced to record the reason for the destruction of the original document, to meet statutory and regulatory requirements.

Where data protection legislation is applicable, auditable procedures for access and destruction of personal information subject to the requirements of the legislation will be documented.

The company's procedures, systems and policy are audited on a regular and systematic basis to ensure that the planned arrangements are being met in practice and are compliant with the information management system.

Measurable objectives are set and regularly reviewed to ensure the improvement of the information management system.

Scan Film or Store Ltd has a duty to keep secure and accurate original documentation, or authentic copies of them. This is achieved by:

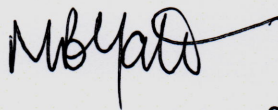
- Implementing this policy document;
- Ensuring that only trained staff have access to the system;
- Ensuring that acceptable quality control procedures are implemented;
- Ensuring that Scan Film or Store Ltd legal advisors are consulted and appropriate actions taken.

The service scope for Scan Film or Store Ltd is as follows:

Document scanning, storage solutions, records management, format conversions including microfilm and confidential media destruction, incorporating the requirements of the Evidential weight and legal admissibility of electronic information Specification & Security screening of individuals employed in a security environment Code of practice.

This policy document is reviewed annually under the control of the Managing Director. Where changes are agreed, they are implemented using the change control procedures.

Signed on Behalf of the Company:



(Director)

Date:

03.02.2016