

Panoram.

Accelerating Legal to Digital.

Reduce cost, manage risk and re-ignite growth in the new normal.



Panoram Information Security Policy

Through this Security Policy Panoram Digital has defined its commitment to protecting information through the Information Security Management System (ISMS) which ensures confidentiality, integrity, security, and availability of internal, customer and supplier information.

The ISMS effectiveness is achieved through understanding the risks and opportunities that may impact information within the business and by using a number of controls, including policies, processes, procedures, software, and hardware functions to manage these issues in ways that are beneficial to the business.

These controls are continually monitored, reviewed and improved to ensure that specific security and business objectives are met. This is operated in conjunction with other business management processes and incorporates the applicable statutory and contractual requirements.

Objectives 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. Objectives will be focused on improving confidentiality, integrity and availability.

The Information Security Management system has been designed to address legislation as listed in the legal register. Information Security is controlled through the preservation of:


- **Confidentiality:** ensuring that information is accessible only to those authorised to have access;
- **Integrity:** safeguarding the accuracy and completeness of information and processing methods;
- **Availability:** ensuring that authorised users have access to information and associated assets.

The company operates a programme of information security awareness and compliance through company inductions, training, management reviews 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.

A robust system is in place to continually improve the security controls by:

- Taking account of changes to business requirements and priorities
- Considering new threat and vulnerabilities which may impact the business
- Reviewing the effectiveness of the Management System through Internal Audits and the Management Review process.

The overall intent of this management system is to give customers and other interested parties, confidence in Panoram's ability to protect all information held or processed by the business.

DocuSigned by:

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Greg Wildisen
Chairman

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