The Board of Directors and management of Retirement Capital, located at 18 Soho Square, London, W1D 3QL, which operates in the information technology sector, are committed to the establishment, implementation, maintenance and continual improvement of Retirement Capital’s management systems.

Each aspect of the management system is governed by appropriate policies, covering a scope appropriate to Retirement Capital’s needs, which meet the needs of the relevant management system.

All employees of Retirement Capital and external parties identified in the IMS are expected to comply with these policies and with the management systems that implement these policies. All staff, and certain external parties, will receive or be required to provide appropriate training.

The integrated management system (IMS) is subject to continuous, systematic review and improvement.

These policies will be reviewed at least annually in response to the changing business environment.

A current version of this document is available to all members of staff on the corporate intranet. It does not contain confidential information and can be released to relevant external parties.

This policy was approved by the Executive Chairman and is issued on a version-controlled basis.

***Policies***

Organisation Name operates the following management systems:

* Information Security Management System
* Quality and Environmental Management System
* Energy Management System

***Document Owner and Approval***

The Director is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet. It does not contain confidential information and can be released to relevant external parties.

This information security policy was approved by the Board of Directors on 14th November 2020 and is issued on a version-controlled basis under the signature of the Managing Director.

Signature: Date: 14/11/2020

**Change History Record**

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| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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