

<b>Title:</b>	<b>Information Security Policy (Overarching)</b>
<b>Version:</b>	<b>1.0</b>
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<b>Classification:</b>	<b>Public</b>

## **1. Introduction**

This policy is concerned with the management and security of the Vivensa Foundation's information assets (an information asset is defined to be an item or body of information, an information storage system or an information processing system which is of value to the Foundation) and the use made of these assets by its staff, Trustees, external advisors and others who may legitimately process Foundation information on behalf of the Foundation.

This overarching policy document provides an overview of information security and lists a hierarchical set of policy documents (sub-policies) which taken together constitute the Information Security Policy of the Vivensa Foundation.

## **2. Purpose**

An effective Information Security Policy provides a sound basis for defining and regulating the management of information systems and other information assets. This is necessary to ensure that information is appropriately secured against the adverse effects of failures in confidentiality, integrity, availability and compliance which would otherwise occur.

## **3. Scope**

The documents in the Information Security Policy set apply to all information assets which are owned by the Vivensa Foundation or used by the Vivensa Foundation for its legitimate business purposes. The documents in the Information Security Policy set apply to all information which the Vivensa Foundation processes, irrespective of ownership or form.

The documents in the Information Security Policy set apply to all staff, Trustees and external advisors of the Vivensa Foundation and any others who may process information on behalf of the Vivensa Foundation.

## **4. Information Security Principles**

- Information will be protected in line with all relevant Vivensa Foundation policies and applicable legislation.
- Each information asset will have a nominated owner who will be assigned responsibility for defining the appropriate uses of the asset and ensuring that appropriate security measures are in place to protect the asset.
- Information will be made available solely to those who have a legitimate need for access.
- All information will be classified according to an appropriate level of security.
- The integrity of information will be maintained.
- It is the responsibility of all individuals who have been granted access to information to handle it appropriately in accordance with its classification.
- Information will be protected against unauthorised access.
- Compliance with the Information Security policy will be enforced.

## **5. Governance**

Responsibility for the production, maintenance and communication of this top level policy document and all sub-policy documents lies with the Vivensa Foundation's Chief Executive.

This top-level policy document has been approved by the Trustee Board of the Vivensa Foundation. Substantive changes may only be made with the further approval of the Board. Each of the documents constituting the Information Security Policy will be reviewed annually. It is the responsibility of the Chief Executive to ensure that these reviews take place and that any changes are communicated.

## **6. Sub-Policy Document List**

Compliance  
Outsourcing and Third Party Compliance  
Information Handling  
Access and Password Management  
Acceptable Use  
Software Management  
Mobile and Remote Working  
Social Media Policy