

## Information Security Policy

It is the policy of Paradigm Norton Financial Planning Ltd to:

- make the details of our policy known to all other interested parties including external where appropriate and determine the need for communication and by what methods relevant to the business management system.
- comply with all legal requirements, codes of practice and all other requirements applicable to our activities; therefore, as a company, we are committed to satisfy applicable requirements related to information security and the continual improvement of the ISMS.
- provide all the resources of equipment, trained and competent staff and any other requirements to enable these objectives to be met;
- ensure that all partners are made aware of their individual obligations in respect of this information security policy;
- maintain a management system that will achieve these objectives and seek continual improvement in the effectiveness and performance of our management system based on “risk”.

This information security policy provides a framework for setting, monitoring, reviewing and achieving our objectives, programmes and targets.

To ensure that Paradigm Norton Financial Planning Ltd maintains its awareness for continuous improvement, the Information Security Management System is regularly reviewed by the Executive Committee (ExCo) to ensure it remains appropriate and suitable to our business. The Information Security Management System is subject to both internal and external annual audits.

### **Scope of the Policy**

The scope of this policy relates to use of all systems operated by the company in pursuit of the company’s business of providing financial planning and tax compliance services to clients. It also relates where appropriate to external risk sources including functions which are outsourced.

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Matt Fowler  
Director