

Information Security Policy Statement

Ganymede Solutions Limited (Ganymede) are part of the RTC Group Ltd.

As part of our commitment to protecting our candidates, employees, clients, suppliers and 3rd party data, we have implemented a stringent Information Security Management System (ISMS) to protect both the security and integrity of the data we process.

Ganymede has adopted an ISMS comprising of the information security policies, procedures and processes to effectively protect data/information of Ganymede and its customers from information security threats, whether internal or external, deliberate or accidental. Our ISMS is certified to the requirements of ISO 27001: 2013.

As part of our commitment to managing individual's rights, we have appointed a Head of Compliance & Assurance, responsible for all Data Protection activities, to work alongside the RTC Group Data Protection Representative.

Ganymede is committed towards securing the confidentiality, integrity and availability of information for the day-to-day business and technical operations. The security of information and other assets is therefore regarded as fundamental for the successful business operation of Ganymede.

The management of Ganymede is committed to ensure that:

- Regulatory and legislative requirements related to Ganymede are met
- The confidentiality of information is protected and prevents disclosure of valuable or sensitive information
- The integrity of information is maintained to ensure its accuracy and completeness
- The availability of information is maintained to meet business needs, candidate and client's requirements
- Business continuity plans are developed, maintained and tested
- Information security awareness is provided to all Ganymede employees
- Incident management process is established and implemented to ensure that all breaches of information security, actual or suspected are reported and investigated
- Risks are mitigated to an acceptable level through a risk management framework
- The information security management system is continually improved
- Appropriate resources are allocated in order to implement, operate and review an effective ISMS
- All stakeholders are responsible for implementation of respective security policies and procedures within their area of operation, and oversee adherence by their team members
- Ganymede management acknowledges the need of continual improvement and has introduced various methods to ensure that effectiveness and continual improvement of the processes are achieved.
- Ganymede shall follow a formal disciplinary process for employees who have allegedly violated the information security policies and procedures.
- Ganymede shall ensure that the review of the Information Security Policy and related documents is performed at least on an annual basis or when significant changes occur to ensure suitability, adequacy, and effectiveness of the ISMS framework.
- This policy is communicated to all our employees and operatives to ensure their understanding of its requirements

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Approved by: Paul Crompton,
Managing Director

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