

Demo Company Limited		
Information Security Awareness Program Process		
ISO/IEC 27001:2013		
Issue 7	A.7.2.1 Management responsibilities A7.2.2 Information Security Awareness Program Process A.7.2.3 Disciplinary process.	Authorised By:- Directors of Demo Company Limited
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SCOPE

This controlled procedure details the process for the training of personnel and contractors to ensure they are aware of the information security arrangements, policies and procedures appropriate to their roles and responsibilities. This includes regular updates to both reinforce current requirements and re training to reflect changes.

Responsibility and Authority

Senior management are responsible for the planning of the training and awareness program to ensure it reflects the requirements of the business and its policies.

Process owners¹ are authorised to ensure the training and awareness program is delivered as detailed in the training and awareness process and recorded within the training and awareness register.

personnel are responsible to ensure they understand the requirements and to implement the policies and procedures set out by the company.

Control and Distribution

This procedure is issued as a controlled document and can only be updated by the authorised information management representative and must include a revision status and tractability of the change process.

A master is retained as part of the information security management system with uncontrolled copies issued at point of use. The table below sets out the policies implemented including owners and status.

The Process

Management responsibilities

Take a lead role to ensure employees and contractors are issued with instructions regarding the organisations information security policies and controls at the start of their employment. This is recorded within the training and awareness register. The terms and conditions of employment set out the requirements to conform to information security requirements.

The reporting of information security incidents and weaknesses are encouraged, and timely action taken to demonstrate the importance of effective policies and controls.

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This program is an essential part of the business information security policy which is a requirement of personnel and contractors to understand and implement as part of their day to day business activities. It is regularly updated as detailed in the policy review process. Demo Company utilise the SMP Compliance Academy (SMPCA) for training requirements, including information security, AML, RG and any other course that may be necessary.

The training and awareness program register details the training planned and includes records of training delivered and received and is applied to new personnel, contractors and those transferring to new roles and responsibilities. Education and training should also cover general aspects.

Disciplinary process

A formal disciplinary process has been implemented. This is communicated through the training and awareness programme. Breaches of information security may invoke this process and could be considered as gross misconduct.

¹ Process owners are personnel who have responsibility and authority within specific areas of the business and include those who manage and control contractors.