

Information Security Policy

Current Version

Current Version	Date of Issue	Change	Signed off By
7	2022-04-22	Document updated to include reference to 'True Office Learning'	Andrew Freaney

Responsible People

- Owner: CEO
- Approvers:
 - Document Owner
 - LP Board Members
 - Andrew Freaney
- Editors:
 - IMG Members

Aim

The aim of this document is to outline the commitment of Learning Pool & True Office Learning, a Learning Pool Company (hereinafter referred to as Learning Pool), towards creating a safe and secure working environment, which is fundamental to Learning Pool's protection of our personnel, physical assets, information, company and customers' reputation from harm.

Management of Information Security

1. The objectives of our Information Security Management System (ISMS) are based on a continual formal risk assessment process.
 - 1.1. Having identified and assessed risks to ourselves, and our customers, we selected resource-specific information security controls.
 - 1.2. These are summarised in our current Statement of Applicability.
2. We are committed to meeting the requirements of information security good practice and seeking ways in which we can improve our security to mitigate new risks.
3. To this end, we maintain an Information Security Management System (ISMS) which complies with the requirements of the ISO 27001:2013 standard.
4. Everyone within Learning Pool has an important role to play in maintaining the security of information, each with their own specific tasks, and responsibilities.
5. We support staff efforts to secure information through continual staff training and awareness activities.
6. This policy is subject to annual review to ensure that at a strategic level it addresses the evolving information security threats and objectives needed for the organisation to be successful. It will also be used to demonstrate the commitment of the continual improvement of the ISMS.

Certification Scope

1. Learning Pool has been assessed and certified as meeting the requirements of ISO/IEC 27001:2013 For the following activities;
 - 1.1. The provision and protection of hosted learning management platforms, content and tools, customer and company and associated infrastructure.
 - 1.2. The management and monitoring of hosted service providers and the development of software solutions and mobile applications in accordance with the latest version of our Statement of Applicability.
2. Locations defined on our certificate are:
 - 2.1. 100 Patrick Street, Derry, BT48 7EL, UK
 - 2.2. 12 Broadway Nottingham NG1 1PS UK
 - 2.3. However, all Learning Pool & True Office Learning Locations, Staff and Processes are governed and managed by controls within our ISMS.

Version Summary

Version Number	Date	Change	Signed Off By
5	2020-02-25	Document Created	Deborah Limb
6	2021-10-04	Document Reviewed, and references to issue replaced by version.	Ben Betts
7	2022-04-22	Document updated to include reference to 'True Office Learning'	Andrew Freaney