Information Security Policy

SAT Pty Ltd recognises the need to ensure that its business operates smoothly and without interruption for the benefit of its clients, directors, employees and other stakeholders. In order to provide such a level of continuous operation, SAT Pty Ltd has implemented an integrated Information Security Management System (ISMS) in line with the requirements of the following International Standard:

- ISO 27001:2022 - Information Technology - Security techniques - Information security management systems - Requirements;

This policy applies to all systems, people and processes that constitute the organisation's information systems, including directors, employees, suppliers and other third parties who have access to SAT Pty Ltd systems.

Information security requirements

A clear definition of the requirements for information security within SAT Pty Ltd will be agreed and maintained with the internal business and clients so that all ISMS activity is focussed on the fulfilment of those requirements. Statutory, regulatory and contractual requirements will also be documented and input to the planning process. Specific requirements about the security of new or changed systems or services will be captured as part of the design stage of each project.

It is a fundamental principle of the SAT Pty Ltd ISMS that the controls implemented are driven by business needs and this will be regularly communicated to all staff through team meetings and briefing documents.

Framework for setting objectives

A regular cycle will be used for the setting of objectives for information security, to coincide with the budget planning cycle. This will ensure that adequate funding is obtained for the improvement activities identified. These objectives will be based upon a clear understanding of the business requirements, informed by the management review process during which the views of relevant interested parties may be obtained.

Information security objectives will be documented for an agreed time period, together with details of how they will be achieved. These will be evaluated and monitored as part of management reviews to ensure that they remain valid. If amendments are required, these will be managed through the change management process.

In accordance with ISO 27001:2022 the reference controls detailed in Annex A of the standard will be adopted, where appropriate, by SAT Pty Ltd. These will be reviewed on a regular basis in light of the outcome from risk assessments and in line with information security risk treatment plans. For details of which Annex A controls have been implemented and which have been excluded, refer to the SAT Statement of Applicability.

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In addition, controls from the Centre for Information Security (CIS Controls) and the ISM (Information Security Manual) will be adopted and implemented where appropriate, to provide additional assurance to our clients and help further with our compliance with international data protection legislation.

Continual Improvement of the ISMS

SAT Pty Ltd is committed to:

- Continual improvement of the effectiveness of the ISMS
- Enhancing current processes to bring them into line with good practice as defined within ISO 27001:2022 and the Controls published by CIS and ISM
- Achieving and maintaining ISO 27001:2022 accredited certification
- Increasing the level of proactivity (and the stakeholder perception of proactivity) with regard to information security
- Making information security processes and controls more measurable in order to provide a sound basis for informed decisions
- Reviewing relevant metrics on an annual basis to assess whether it is appropriate to change them, based on collected historical data
- Obtaining ideas for improvement via regular meetings and other forms of communication with interested parties
- Reviewing ideas for improvement at regular management meetings in order to prioritise and assess timescales and benefits

Ideas for improvements may be obtained from any source including employees, clients, suppliers, IT staff, risk assessments and service reports. Once identified they will be recorded and evaluated as part of management reviews.

Information Security Policy Areas

SAT Pty Ltd defines policy in a wide variety of information security-related areas which are described in detail in a comprehensive set of policy documentation that accompanies this overarching Information Security policy.

Each of these policies is defined and agreed by one or more people with competence in the relevant area and, once formally approved, is communicated to an appropriate audience, both within and external to the organisation.

A full list of policies is available on the SAT Document Register.

Application Of Information Security Policy

The policy statements made in this document must be complied with. Failure by an employee to comply with these policies may result in disciplinary action being taken.

Questions regarding any SAT Pty Ltd policy should be addressed in the first instance to the employee's immediate line manager.

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Dale Stacey

Managing Director

SAT Pty Ltd

7 August 2023