



**INFORMATION,  
INFORMATION TECHNOLOGY  
AND INFORMATION SECURITY  
GOVERNANCE POLICY**

## **1. INTRODUCTION**

The Board of Promotion and Development Ltd (“the Board”) oversees information governance within the organisation and ensures that the performance of information and information technology systems leads to business benefits and creates value.

The Board ensures that information assets are managed effectively and that Promotion and Development Ltd (“PaD”) and all its subsidiary companies (collectively “the Group”) carries out the implementation of a framework on information, information technology and information security governance.

This policy is posted on the organisation’s website.

## **2. SUMMARY OF THE INFORMATION SECURITY AND RELATED POLICIES**

The Group has put in place a set of policies which set forth its approach to information security for the protection of Private and Confidential information. In line with regulatory requirements of the Data Protection Act, maintaining the confidentiality, integrity and availability of information stored, processed and transmitted is the responsibility of all staff and is part of their contractual obligations.

The policies cover different spheres associated with information security, the information systems, the administration of logical and physical access to information processed and stored as well as the transmission of information. The policies and their related procedures are regularly updated to reflect current requirements and best practices adopted by the Group.

The Internal Audit conducts regular audit to ensure the adherence to Information Risk and IT security policies in place and test their effectiveness. A close follow up of the implementation of remedial actions is undertaken by the relevant members of Management. Findings and reports are communicated to the PaD Audit & Risk Monitoring Committee and to Senior Management.