

BW Events LLC
Information Security Management System (ISMS) Policy

Revision History

Version	Date	Author	Description of changes
1.0	01/02/2023	Satish Baniya	Initial Release
1.1	07/27/2023	Satish Baniya	Review and updates
1.2	01/16/2024	Satish Baniya	Review and updates

1. Introduction

At BW Events Tech, we recognize the importance of protecting the confidentiality, integrity, and availability of information assets. The Information Security Management System (ISMS) is established to ensure the secure handling, storage, and processing of sensitive information in line with industry best practices and applicable regulations. This policy outlines our commitment to information security and the responsibilities of all employees, contractors, and third-party partners in safeguarding our information assets.

2. Scope

This ISMS Policy applies to all information assets owned, processed, or managed by BW Events Tech, including but not limited to:

- Customer data
- Employee data
- Financial records
- Intellectual property
- Business plans and strategies
- Technology infrastructure and systems

3. Information Security Objectives

BW Events Tech's Information Security Management System aims to achieve the following objectives:

a. Confidentiality: Ensure that access to sensitive information is restricted to authorized personnel only and prevent unauthorized disclosure of information.

b. Integrity: Maintain the accuracy and reliability of information by protecting it from unauthorized modification, deletion, or alteration.

c. Availability: Ensure that information and IT services are available to authorized users when needed and minimize the impact of potential disruptions.

d. Compliance: Comply with relevant laws, regulations, and contractual obligations related to information security and privacy.

e. Risk Management: Identify, assess, and manage information security risks to protect against potential threats.

4. Information Security Responsibilities

a. Management Commitment: Top management at BW Events Tech is fully committed to information security and will provide the necessary resources and support to implement and maintain the ISMS.

b. Information Security Officer (ISO): An Information Security Officer will be appointed to oversee the ISMS, coordinate security activities, and report to top management on the effectiveness of information security controls.

c. Employees: All employees are responsible for adhering to this ISMS Policy and supporting information security initiatives. They must report any security incidents or vulnerabilities promptly.

d. Contractors and Third-Party Partners: Contractors and third-party partners with access to BW Events Tech's information assets must comply with this ISMS Policy and applicable security requirements.

5. Information Security Controls

To achieve our information security objectives, BW Events Tech will implement a set of controls to protect our information assets. These controls will be based on risk assessments and include, but are not limited to:

a. Access Control: Implementing access controls to ensure that only authorized users have access to sensitive information.

b. Data Protection: Encrypting sensitive data both in transit and at rest to protect against unauthorized access.

c. Incident Response and Management: Establishing procedures to detect, respond to, and recover from security incidents.

d. Security Awareness and Training: Conducting regular security awareness training for employees and raising awareness of potential security threats.

e. Vendor and Supplier Management: Evaluating and monitoring third-party vendors and suppliers for information security compliance.

6. Compliance Monitoring and Review

BW Events Tech will regularly monitor and review the effectiveness of the ISMS to ensure its continuous improvement. Periodic audits and risk assessments will be conducted to identify areas of improvement and address any non-compliance with this policy.

7. Policy Review and Communication

This ISMS Policy will be reviewed at least annually and updated as necessary to reflect changes in the business environment or regulatory requirements. The updated policy will be communicated to all employees and relevant stakeholders.

8. Policy Acceptance and Compliance

By signing below, all employees, contractors, and third-party partners of BW Events Tech acknowledge that they have read, understood, and agree to comply with this Information Security Management System (ISMS) Policy. Any violation of this policy may result in disciplinary action, up to and including termination of employment or contract.

Employee/Contractor/Third-Party Partner Signature: _____

Date: _____

[Name and Title of Signatory]: _____

Please return this signed document to the Information Security Officer (ISO) within 14 days from the date of receipt.