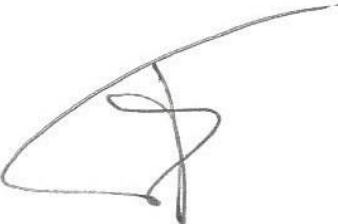


<p>This is the statement of general Information Security Policy Statement of Intent and arrangements for selufen limited, company number 09244027, registered in England and Wales at 86-90 Paul Street, London, EC2A 4NE.</p>
<p>The Director, James Stone has overall and final responsibility for the security of information for selufen limited.</p>
<p>All personnel, under the guidance of the Director, James Stone, has day-to-day responsibility for ensuring this policy is put into practice.</p>

Statement of general policy	Responsibility of:	Action/Arrangements
selufen limited is committed to protecting the information, including personal and confidential information as part of the information management system (ISMS).	James Stone, Managing Director	<ul style="list-style-type: none"> - Maintain and review a current and thorough risk assessment for relevant activities and environments in which selufen limited may operate in addition to this policy and any subsequent arrangements; - Mitigate the information security risks relating to the work of selufen limited.
selufen limited is committed to continually improving the ISMS and its performance.	James Stone, Managing Director	<ul style="list-style-type: none"> - Undertake an annual review of this policy statement of intent; - Undertake an annual review and internal audit, or more frequently if necessary, of any and all arrangements relating to ensuring a security conscious approach for all selufen limited activities; - Undertake an annual review of information security objectives.
selufen limited is committed to complying with all relevant and applicable legal requirements to which selufen limited subscribes that relates to the security of information.	James Stone, Managing Director	<ul style="list-style-type: none"> - Implement an internal auditing programme to include a review of relevant and applicable legal requirements to which selufen limited subscribes in relation to the security of information; - Source updated legislation and to undertake a review of any new legislation.
selufen limited will provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	James Stone, Managing Director	<ul style="list-style-type: none"> - Provide an environmental induction to all new personnel; - Where any concern or any observation highlights the need for additional control measures or guidance, ensure that all personnel are competent; - Communicate this policy and any subsequent arrangements to all personnel and interested parties where appropriate; - Provide information security objectives for selufen limited and ensuring that all personnel understand their role, responsibilities

Statement of general policy	Responsibility of:	Action/Arrangements
		and obligations in the delivery of an environmentally responsible working environment.
selufen limited will engage and consult with employees on day-to-day information management conditions.	James Stone, Managing Director	<ul style="list-style-type: none"> - Provide and instil a culture where all interested parties can raise any concerns or question any arrangements to ensure any day-to-day conditions are adequate and conducive to a responsible working environment; - Review all policies and arrangements with all personnel on an annual basis; - Provide refresher training to all personnel in relation to the current and relevant requirements of the current ISMS.
selufen limited will provide the framework for setting and reviewing ISMS objectives.	James Stone, Managing Director	<ul style="list-style-type: none"> - Establish Specific, Measurable, Achievable, Relevant and Time-bound (SMART) objectives for selufen limited in relation to ISMS and its activities; - Review these objectives annually and where relevant, make this information available to interested parties; - Communicate the selufen limited ISMS objectives to relevant interested parties (including personnel) and to ensure they are aware of their role in meeting and exceeding these objectives.
selufen limited will identify the roles and responsibilities relevant to the requirements of the ISMS and ensure the availability of the necessary resources in order to fulfil the arrangements, requirements and aspirations to exceed these requirements.		<ul style="list-style-type: none"> - Ensure that all personnel understand their roles and responsibilities in relation to confidentiality, data protection and information security; - Provide guidance and training in relation to these roles and responsibilities and ensure that all personnel are competent for their responsibilities; - Provide adequate resources, whether these are human, financial, educational, operational, legal or practical (software, hardware, infrastructure, etc.), so as to be able to fulfil the ambition of the ISMS and the requirements of selufen limited and relevant interested parties;

Statement of general policy	Responsibility of:	Action/Arrangements
		- Follow the guidance and requirements that accompany the selufen limited registration with the Information Commissioner’s Office (registration number: ZA091663 – verifiable at www.ico.org.uk/esdwebpages/search).

Signed: James Stone, Director of selufen limited		Issue Date:	1 st November 2016
		Review Date:	1 st November 2017