

DATA RETURN AND SECURITY

Security Measures

Version 2

Legal & Compliance



Table of Contents

1. Overview	2
2. Security Certifications.....	2
3. Physical Security.....	2
4. Personnel Security	2
5. Maintenance & Improvement.....	3
6. Technical and Organisational Security Measures.....	3

1. Overview

OneAdvanced strives to ensure the information security of our staff, organisation, customers and the general public across all aspects of its work. Security is evidenced through a combination of security controls, dedicated roles and teams, external certifications and regular audits.

Audit results, incidents, feedback, recommendations and suggestions from interested parties contribute to determining our working practices. These practices are continually reviewed to ensure their effectiveness and to make improvements where needed.

2. Security Certifications

OneAdvanced hold various security certifications, including ISO 27001 and Cyber Essentials Plus, to gain external verification of security controls in areas such as access control, encryption and vulnerability management. Our compliance with these standards is externally validated on an annual basis and the certification reviewed to ensure they continue to support the objectives of the business and requirements of stakeholders.

3. Physical Security

Physical security includes, but is not limited to:

- CCTV
- E-Card entry controls for office access
- Access to sensitive areas to privilege users only
- BCDR and emergency plans in place to minimise business disruption
- Clear Desk and Screen Policy
- Confidential waste disposal procedures
- High standard of security, BCDR and emergency controls with hosting providers.

4. Personnel Security

Personnel security includes:

- Vetting processes on recruitment of new employees.
- CRB checks for certain positions or consideration of CVs / carrying out psychometric tests / following up on references.
- OneAdvanced takes out NPVB or DBS clearance for employees and sub-contractors if required.

- Inclusion of confidentiality clauses in all employment contracts.
- GDPR induction and security awareness training as part of induction process.
- The management systems (OneAdvanced's CRM, Finance and Support Systems) are locked to OneAdvanced IP addresses only and are password protected. The server management network is only accessible via the OneAdvanced internal network. Remote access to the management systems is by multi-factor authentication.

5. Maintenance & Improvement

Various roles and teams are in place to maintain and improve security, primarily:

- Chief Information Security Officer
- Cyber Security Team
- Risk & Compliance Team

These roles and teams aim to set, manage, improve and verify that controls are in place, adequate and being adhered to throughout the year.

6. Technical and Organisational Security Measures

Please click [here](#) to view the Technical and Organisational Security Measures.

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