

# INFORMATION SECURITY POLICY

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Perbadanan Bekalan Air Pulau Pinang Sdn. Bhd. (PBAPP) recognises the value and importance of information and Information Assets for the organisation in providing adequate clean and safe water to the state of Penang. This Policy is aimed at protection of Information Assets of Sungai Dua Water Treatment Plant (WTP) and all its supporting services which shall serve as point of reference for all other subsequent policies pertaining to Information Security and shall also act as a guide towards planning for emergency and crisis situations.

### It is the Policy of the Management of PBAPP to ensure:

1. Information Assets will be protected against unauthorised access.
2. Confidentiality, Integrity and Availability of information and Information Assets will be assured, maintained and met accordingly.
3. Classification of Information Assets is applied and to perform Risk Management to identify and evaluate security risks so that appropriate measures can be taken.
4. Standards, Procedures and Guidelines relating to the Information Security is in place to support its implementation as well as to define the minimum level of information security compliance for all employees and third parties who conduct business with the Sungai Dua WTP.
5. Regulatory and legislative requirements will be met.
6. Availability of information security training to all staff of Sungai Dua WTP.
7. Continual improvement to Information Security Management System (ISMS) security initiatives with sufficient provision of resources.

### Application of this Policy

1. This Policy applies to all staff at Sungai Dua WTP and its supporting services and to all information contained therein, whether owned by, held in custody for customers, or, used by Sungai Dua WTP and its supporting services.
2. The Information Security Management System (ISMS) Management Representative (ISMS MR) shall be responsible for structuring information security within Sungai Dua WTP and its supporting services. He/She shall maintain the policies and advise on its implementation.
3. All Department Heads are directly responsible for implementing the Policy within their own departments, and for adherence by their staff.
4. It is the responsibility of each employee of the Sungai Dua WTP to adhere to the Policy and related Standards, Procedures and Guidelines. Breach of these may result in disciplinary action.
5. Staff should report all breaches of information security, actual or suspected, to their respective Managers for further action.