

## INFORMATION SECURITY POLICY STATEMENT

The purpose of the Policy is to protect Port of Townsville Limited's (POTL) information assets from all threats, whether internal or external, deliberate or accidental. These assets relate to information which is stored and processed electronically.

It is the Policy of POTL to ensure that:

- Information will be protected against unauthorised access;
- Confidentiality of information will be assured, by protection from unauthorised disclosure or intelligible interruption;
- Integrity of information (its accuracy and completeness) will be maintained by protecting against unauthorised modification;
- Regulatory and legislative requirements will be met;
- Business Continuity plans will be produced, maintained and tested, to ensure that information and vital services are available to POTL when needed;
- Information on security matters will be made available to all employees;
- All breaches of information security will be reported to the relevant General Manager or CEO and investigated appropriately.

Standards will be produced to support the policy. These standards will include regulations, guidelines and procedures covering matters such as malware controls, passwords and encryption.

Business requirements for the availability of information and information systems will be met.

The role and responsibility for managing information security is assigned to the Supervisor Technology Services.

The Supervisor Technology Services is responsible for maintaining the Policy and providing advice and guidance on its implementation.

POTL's Board and executive management are responsible for implementing the Policy within their business areas, and for adherence by their employees in their respective area.

It is the responsibility of each employee to adhere to the Policy.

**Ranee Crosby**  
**Chief Executive Officer**

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