

# Company Data Security Statement

Capital Document Solutions understands the importance of having robust systems and processes, as well as staff training in place to adequately protect our customers' information at all times. These protective processes and procedures must be adhered to by all of our staff across all areas of our operation. They must also encompass all of our support partners, in order that the highest standards of customer information security are maintained throughout our own operations and those of our supply chain.

Over the last two years we have been working on key information security projects to ensure that we meet known compliance and legislation requirements, including the General Data Protection Regulation (GDPR), to give our customers the confidence that their data is safe and secure.

We have an Information Security Committee (ISC) which consists of our Finance Director, Service Operations Director/Quality Manager, IT Director and ICT Manager/Information Security Officer. This committee oversees all aspects of our information security.

Our Company has the necessary Information Security Management Systems (ISMS) in place, having achieved ISO/IEC 27001:2013 accreditation (independently audited by BSI who are UKAS accredited), and Cyber Essentials certification in 2017. We are now working on achieving the Cyber Essentials Plus accreditation in 2018.

We completed our company-wide roadshows on the new GDPR requirements in January 2018, enabling us to communicate these to all of our staff and inform them on how they must play their part in ensuring our customers' information is safe and secure, as well as being fully compliant with the new GDPR. This level of staff communication and involvement will be followed up with regular update sessions and competency assessments.

