

Information Security

Position Statement

Introduction

yourtown is committed to providing innovative quality programs and services that support young people and their families, especially those who are marginalised and without voice.

We recognise the vital role information plays in maintaining efficient, effective and safe services and operations, and the importance of securing and protecting information in line with legal requirements and community expectations.

yourtown's Position

In protecting the interests of our clients, supporters and stakeholders, **yourtown** ensures the information we hold is appropriately secured, protected and managed to comply with statutory, contractual and industry requirements.

We recognise that there are both physical and electronic risks to information security. Accordingly, we undertake appropriate measures to ensure our personnel are aware and informed of their responsibilities and our systems and technologies are secure.

These measures include:

- Undertaking or arranging regular audits, reviews and testing of our information systems to assure integrity and to identify areas for improvement.
- Regularly reviewing our Privacy Policy to ensure it provides transparency and awareness in how we manage and protect personal information.
- Maintaining other policies, procedures, guidelines, and training to provide clear guidance to personnel on how they can manage and protect the information they handle.
- Ensuring all personnel are screened and authorised to manage the information they handle and systems maintain access authorisations dependent upon position.
- Ensuring the management and administration of our information systems and technologies are appropriately resourced and undertaken by competent personnel.
- Allowing for information security in our risk management processes.
- Maintaining processes for responding quickly and effectively to information security breaches should they ever occur.

To maintain currency of knowledge and to ensure that information collected by **yourtown** is at all times protected we will implement other measures as they are developed.