

March 2023

AgBiz Assist Ltd Cyber Security Policy

Introduction:

AgBiz Assist Ltd recognizes the importance of protecting the confidentiality, integrity, and availability of its information and assets from unauthorized access, modification, disclosure, destruction, or disruption. This Cyber Security Policy establishes guidelines to ensure the security of AgBiz Assist Ltd.'s information and assets, as well as to comply with relevant laws and regulations.

Scope:

This policy applies to all employees, contractors, consultants, and third-party service providers who have access to AgBiz Assist Ltd.'s information and assets, whether they are located within or outside the company's premises. This policy also applies to all information systems, networks, and devices owned or operated by AgBiz Assist Ltd.

Information Security Management:

AgBiz Assist Ltd have implemented a formal Information Security Management System (ISMS) to identify and manage information security risks. The ISMS will include:

Risk Assessment: Regular risk assessments will be conducted to identify potential risks and vulnerabilities to information and assets. AgBiz Assist Ltd will prioritise risks and implement appropriate measures to mitigate them.

Access Control: Access to AgBiz Assist Ltd.'s information and assets are granted based on the principle of least privilege. Access will be granted only to those who need it to perform their duties. AgBiz Assist Ltd have also implemented strong authentication mechanisms such as passwords and multi-factor authentication to prevent unauthorised access.

Data Protection: AgBiz Assist Ltd ensure that all sensitive information is protected through encryption, hashing, or other appropriate mechanisms. AgBiz Assist Ltd have implemented secure transmission channels to ensure the confidentiality and integrity of data in transit.

Incident Management: AgBiz Assist Ltd will have a formal incident management plan in place to respond to any security incidents promptly. This plan will include procedures for reporting incidents, investigating incidents, and notifying stakeholders as appropriate.

Business Continuity Planning: AgBiz Assist Ltd will have a formal Business Continuity Plan (BCP) to ensure that critical business functions can continue in the event of a security incident. The BCP will include procedures for backup and recovery of critical data and systems.

Information Security Awareness and Training:

AgBiz Assist Ltd will provide regular awareness and training programs to employees and contractors to ensure they are aware of their information security responsibilities. These programs will include:

General Information Security Awareness: AgBiz Assist Ltd will provide regular information security awareness training to all employees and contractors. This training will cover topics such as password hygiene, phishing awareness, and data protection.

Role-Based Training: AgBiz Assist Ltd will provide specialized training to employees and contractors based on their job functions. For example, IT staff will receive training on network security, while HR staff will receive training on employee data protection.

Incident Response Training: AgBiz Assist Ltd will conduct regular incident response training to ensure that employees and contractors are prepared to respond to security incidents.

Compliance and Governance:

AgBiz Assist Ltd will comply with all applicable laws, regulations, and standards related to information security. This includes:

The Privacy Act 1988: AgBiz Assist Ltd will comply with the Australian Privacy Principles (APPs) and ensure that personal information is collected, used, and disclosed in accordance with the APPs.

The Cybersecurity Act 2018: AgBiz Assist Ltd will comply with the requirements of the Cybersecurity Act 2018, including reporting of data breaches and implementing appropriate security measures.

ISO/IEC 27001: AgBiz Assist Ltd will adopt the ISO/IEC 27001 standard as a framework for its ISMS.

Audit and Compliance: AgBiz Assist Ltd will conduct regular audits of its information security practices and review compliance with this policy.

Conclusion:

AgBiz Assist Ltd recognizes the importance of information security and is committed to protecting its information and assets from unauthorized access, modification, disclosure, and destruction.

Complaints

You can make a complaint if you have a complaint about our handling of your personal information. In the first instance, we request that you make your complaint in writing directly to our Executive Officer. We will investigate your complaint and prepare a response to you in writing within a reasonable period of time.

We take all complaints we receive seriously. If you are not satisfied with our response or the manner in which we have dealt with your complaint, you can refer your complaint to the Office of the Australian Information Commissioner.

How to contact us:

Write: Executive Officer, AgBiz Assist Ltd, PO Box 1619, Wodonga Vic 3689

Phone: 0260575777 or 1300 834 775

Email: Execofficer@agbizassist.org.au

For more information about privacy and the protection of personal information, visit the Office of the Australian Information Commissioner website www.oaic.gov.au.