




NATIONAL ELECTRONIC LICENSING SYSTEM

INFORMATION SECURITY MANAGEMENT

SYSTEM(ISMS)

ISMS Policy

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|  | ISMS-POL-ISMS Policy | Classification | Public |
| | | Version | 1.0 |
| | | Document Owner | HOD |
| | | Date of Issue | Oct 2023 |

Document Control

Document Distribution and Accessibility

The document shall be made available to all concerned members of NELS team. An electronic copy of the document shall be posted on Jira Confluence.

Revision History

| Date | Version No. | Sections Affected | Change Notes | Prepared By | Reviewed By | Next Review Date |
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| NELS | HOD | |
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1.0 Purpose

The NELS' Team at the Economic Development Board (EDB) implements and maintain the National E-Licensing System (NELS) for online application and processing of business licences and permits. The ISO/IEC 27001:2022 international standard has been implemented to ensure adherence to information security standards across the NELS Platform.

2.0 Policy Statement

EDB strives to maintain an adequate level of information security for the benefits of its Board of Directors/ Management, employees/Users, regulatory bodies, stakeholders, third parties (service providers/contractors). The Information Security Management System (ISMS) has been implemented in line with the international standard for information security, ISO 27001:2022.

In line with its strategy, the EDB commits to:


- Communicate and enforce its ISMS Policy at all levels of the organisation and make it available to all its interested parties by uploading on the NELS website and acknowledged where necessary.
- Comply to all applicable laws and regulations, contractual obligations, and requirements of ISO 27001:2022.
- Adopt a risk management approach to identify and continually assess and treat information security risks.
- Ensure confidentiality, integrity, and availability of relevant information in all its processes.
- Secure its information assets defined in the Information Asset Inventories against unauthorised access and modification.
- Ensure business continuity plans are established, maintained, and tested.
- Provide necessary resources to maintain the ISMS.
- Maintain an effective and efficient ISMS based on the requirements of ISO 27001:2022 and seek its continual improvement.

3.0 Responsibilities

Responsibility for upholding this policy lies with the EDB Board of Directors, EDB management and the NELS Team.

The ISMS steering committee is directly responsible for ensuring that ISMS policies and procedures are followed across NELS platform.

Management shall require all personnel to apply information security in accordance with the established information security policy, topic-specific policies and procedures of NELS.

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4.0 Scope of the Policy

The scope comprises the Information Security Management System (ISMS) supporting the NELS platform. These activities are governed by the implemented controls in accordance with the organisational Statement of Applicability, which further extends to the additional controls defined within ISO/IEC 27001:2022.

5.0 Definitions

| Abbreviation | Definition |
|--------------|--|
| EDB | Economic Development Board |
| ISMS | Information Security Management System |
| IT | Information Technology |
| NELS | National Electronic Licensing System |

6.0 Supporting Procedures

- IT Incident management procedure

7.0 Related documents/policies

- ISMS Objectives
- Data privacy
- Clear desk & Clear screen policy
- Information Transfer policy
- Supplier relationship policy

8.0 Penalties

Any user who violates this policy is subject to disciplinary action up to and including dismissal and/or prosecution.