

ISMS Policy

Version	Date	Author	Changes
01	23 March 2020	David Howorth	New document
02	7 July 2021	Eliot Benzecrit	Amendment to expand the scope of the objective of the ISMS Policy
03	20 February 2024	Eliot Benzecrit	Reviewed and updated during Management Review Meeting

ISMS Policy

1 Introduction

This document is the Information Security Management System Policy (the **Policy**) of Avvoka Limited (**Avvoka**).

The Policy is the property of Avvoka and is a controlled document.

The purpose of the Policy is to outline what our information security policy is, its aims and the scope of it too.

This Policy is designed to meet the requirements of ISO 27001 and any standard which adopts the Annex SL structure.

For the purposes of this Policy:

- the Managing Directors are David Howorth and Eliot Benzecrit (the **Management Team**)
- the business risk manager is Eliot Benzecrit

1.1 The issue status

The issue status is indicated by the version number in the footer of this document. It identifies the issue status of this Policy.

When any part of this Policy is amended, a record is made in the amendment log shown on the title page.

The Policy can be fully revised and re-issued at the discretion of the Management Team.

1.2 Information security management system policy and the business management system

It is the policy of Avvoka to maintain an information security management system ("ISMS") designed to meet the requirements of ISO 27001 in pursuit of its primary objectives, the purpose and the context of the organisation. Avvoka has also created two other standalone documents in connection with achieving the aims of this Policy:

- The 'Information Security Policy' details our information security procedures and rules.
- The 'Business Management System' gives a more detailed overview of our ISMS.

It is the policy of Avvoka to:

- make the details of our Policy known to all other interested parties, including external where appropriate, and determine the need for communication and by what methods relevant to the business management system;
- comply with all legal requirements, codes of practice and all other requirements applicable to our activities; therefore, as a company, we are committed to satisfying applicable requirements related to information security and the continual improvement of the ISMS;
- provide all the resources of equipment, trained and competent staff and any other requirements to enable these objectives to be met;
- ensure that all employees are made aware of their individual obligations in respect of this Policy;
- maintain a management system that will achieve these objectives and seek continual improvement in the effectiveness and performance of our management system based on "risk".

This Policy provides a framework for setting, monitoring, reviewing and achieving our objectives, programmes and targets.

To ensure Avvoka maintains its awareness for continuous improvement, the business management system is regularly reviewed by the business risk manager to ensure it remains appropriate and

suitable to our business. The business management system is subject to both internal and external annual audits.

Scope of the Policy

The scope of this Policy relates to the company's use of information / data that is acquired for internal or external (client / user) purposes, in pursuit of the company's business of providing software services to law firms and legal teams. It also relates, where appropriate, to external risk sources including functions which are outsourced.

2 Overview of the organisation

Avvoka is a software business that provides end-to-end document automation tools, available to its subscribers. The business serves clients globally, with an emphasis on Europe, the United States and the Asia-Pacific region

2.1 Scope of registration

Avvoka is located in London, England and develops and licenses legal document automation software, and accompanying consultancy services, to companies in any industry.

3 Objectives

We aim to provide a professional and ethical service to our clients. In order to demonstrate our intentions, the Managing Directors will analyse customer feedback data, internal performance data, financial performance data and business performance data to ensure that our objectives are being met.

Information Security

Our objectives are set out in our business management system and are then disseminated to each employee.

Each department is responsible for delivering its objectives and this is monitored via individual appraisals and team meetings. Avvoka's ISMS objectives are as follows:

- Objective 1: Existing services - Avvoka will continue to deliver its services within a secure environment
- Objective 2: Development - Avvoka will conduct annual risk assessments to ensure that risk to information in the care of Avvoka is minimised or eliminated.

Whilst the above company objectives are "high-level", we have further analysed and categorised these into our 'Risk and Opportunities Matrix'. In some cases, this may allow for specific objectives being set across different functions. Some of these other objectives are as follows:

- To meet legislative requirements surrounding GDPR.
- Minimise risk of hardware / software being compromised from hacking threats.
- To ensure there is a consistent, robust method to ensure that policy documents are approved and that their integrity is ensured with correct versioning.
- To ensure that the protection of minors' data is robust and is explicitly addressed in our policy.
- To ensure that clients' data and information is not compromised.
- To ensure team training on information security policy is robust.
- To Ensure Business Continuity
- Ensure compliance with Industry-Specific Standards and Best Practices
- Conduct proper Incident Management and Response

- Address Supply Chain Security
- Maintain Confidentiality, Integrity, and Availability (CIA) of Information
- Continuous Improvement of Security Controls
- Employee Awareness and Culture
- Maintaining Data Integrity and Availability for Cloud Services
- Appropriate Data Retention and Disposal
- Access Control and Identity Management

3.1 Determining the scope of the business management system (ISO 27001)

The scope of the system covers all the core and supporting activities of the company. The activities and arrangements of all personnel including any sub-contractors also fall within the scope of the system. The scope of this audit does not extend to our marketing subsidiary in Singapore, Avvoka PTE Limited, though our employees there have been detailed within our relevant documentation for best practice purposes.

3.2 Information Security Management System

The organisation has established, implemented, maintained and will continually improve an ISMS in accordance with ISO 27001. This Business Manual provides information as to how we meet these requirements, with reference to key processes and policies, as appropriate.



Signed for and on behalf of
Avvoka Limited



Director: Eilot Benzecrit
Date: 20 February 2024

Signed for and on behalf of
Avvoka Limited



Director: David Howorth
Date: 20 February 2024