
Information Security Policy

Current Version

Current Version	Date of Issue	Change	Signed off By
10	2025-03-20	Added Bicester office address, section 2.3	Andrew Freaney

Responsible People

- Owner: CEO
- Approvers:
 - Document Owner
 - LP Board Members
 - Information Security Officer
- Editors:
 - Document Owner
 - Information Security Officer

Aim

The aim of this document is to outline the commitment of Learning Pool & Learning Pool Companies, towards creating a safe and secure working environment, which is fundamental to Learning Pool's protection of our personnel, physical assets, information, company and customers' reputation from harm.

Management of Information Security

1. The objectives of our Information Security Management System (ISMS) are based on a continual formal risk assessment process.
 - 1.1. Having identified and assessed risks to ourselves, and our customers, we selected resource-specific information security controls.
 - 1.2. These are summarised in our current Statement of Applicability (ISO) Internal Controls Matrix (SOC)
2. We are committed to meeting the requirements of information security good practice and seeking ways in which we can improve our security to mitigate new risks.
3. To this end, we maintain an Information Security Management System (ISMS) which complies with the requirements of the ISO 27001:2022 standard.
4. Everyone within Learning Pool has an important role to play in maintaining the security of information, each with their own specific tasks, and responsibilities.
5. We support staff efforts to secure information through continual staff training and awareness activities.
6. This policy and others contained within the ISMS are subject to review at least annually to ensure that at a strategic level it addresses the evolving information security threats and objectives needed for the organisation to be successful. It will also be used to demonstrate the commitment of the continual improvement of the ISMS.
7. Additional Company policies intended to support the ISMS can be found in the Learning Pool Staff Handbook on [BambooHR](#).

Certification Scope

1. Learning Pool has been assessed and certified as meeting the requirements of ISO/IEC 27001:2022 For the following activities;
 - 1.1. The provision and protection of hosted learning management platforms, content and tools, customer and company and associated infrastructure.
 - 1.2. The management and monitoring of hosted service providers and the development of software solutions and mobile applications in accordance with the latest version of our Statement of Applicability.
2. Locations defined on our certificate are:
 - 2.1. 100 Patrick Street, Derry, BT48 7EL, UK
 - 2.2. 12 Broadway Nottingham NG1 1PS UK
 - 2.3. Minton Place, Victoria Rd, Bicester OX26 6QB
 - 2.4. However, all Learning Pool Locations, Staff and Processes are governed and managed by controls within our ISMS.

Version Summary

Version Number	Date	Change	Signed Off By
5	2020-02-25	Document Created	Deborah Limb
6	2021-10-04	Document Reviewed, and references to issue replaced by version.	Ben Betts
7	2022-04-22	Document updated to include reference to 'True Office Learning'	Andrew Freaney
8	2023-03-22	Document Reviewed, and references to True Office Learning removed, and replaced by Learning Pool Companies.	Ben Betts
9	2024-03-22	No updates required	Andrew Freaney
10	2025-03-20	Added Bicester office address, section 2.3	Andrew Freaney