

情報セキュリティ基本方針書

Information Security Base Policy

Document Ref:	ISMS-A01-1.01
Responsible:	R. Cogley, Co-RD CEO T. Fukuoka, Co-RD COO
Updated:	2023-01-10

English Synopsis

This document is eSolia Inc's "Information Security Base Policy", which describes our commitment to implementing an Information Security Management System, to securely manage company and client information assets and reduce risks. It contains sections regarding the general objective, definitions, scope, activities, responsibilities and duties, revisions and signatures.

1 目的

お客様から信頼される情報流通企業として、お客様情報のセキュリティに関するインシデントの防止を図ることにより、お客様の信頼確保及び事業損失を最小限に留めることを目的とする。

また、情報セキュリティに対する強い姿勢を持って、技術から生まれるリスクや脅威を含め、組織全体の保護を確保しつつ、自社や顧客情報の完全性、機密性、可用性を守りながら、速やかに進化するセキュリティの脅威に対応できるように心がける。

情報セキュリティの世界標準のマネジメントシステムを導入することで、インソリアはクライアントが求めるプロフェッショナルな組織となっていくでしょう。

2 情報セキュリティの定義

情報セキュリティとは、機密性、完全性及び可用性を確保し維持することをいう。

- (1) 機密性：許可されていない個人、エンティティ（団体等）又はプロセスに対して、情報を使用不可又は、非公開にする特性。（情報を漏えいや不正アクセスから保護すること。）
- (2) 完全性：資産の正確さ及び完全さを保護する特性（情報の改ざんや間違いから保護すること。）
- (3) 可用性：認可されたエンティティ（団体等）が要求したときに、アクセス及び使用が可能である特性。（情報の紛失・破損やシステムの停止などから保護すること。）

3 適用範囲

- 【組織】：株式会社イソリア
- 【施設】：本社、リモート事務所、クライアント IT デスク及びその他業務エリア
- 【業務】：IT サポートと管理、プロジェクト管理、コンサルティング、ソフトウェアおよびウェブ開発、トレーニング
- 【資産】：上記業務で預かう情報、各サービスにかかわる書類やデータ、MS365 システム、PROdb システム、その他詳細は台帳に記入する。
- 【ネットワーク】：全社ネットワーク

4 実施事項

- (1) 適用範囲の全ての情報資産を脅威（漏えい、不正アクセス、改ざん、紛失・破損）から保護するための情報セキュリティマネジメントシステムを確立、導入、運用、監視、見直し、維持及び改善するものとする。
- (2) 情報資産の取り扱いは、関係法令及び契約上の要求事項を遵守するものとする。
- (3) 重大な障害または災害から事業活動が中断しないように、予防及び回復手順を策定し、定期的な見直しをするものとする。
- (4) 情報セキュリティの教育・訓練を適用範囲すべての社員に対して定期的に実施するものとする。

5 責任と義務及び罰則

- (1) 情報セキュリティの責任は、代表取締役が負う。そのために代表取締役は、適用範囲のスタッフが必要とする資源を提供するものとする。
- (2) 適用範囲のスタッフは、お客さま情報を守る義務があるものとする。
- (3) 適用範囲のスタッフは、本方針を維持するため策定された手順に従わなければならないものとする。
- (4) 適用範囲のスタッフは、情報セキュリティに対する事故及び弱点を報告する責任を有するものとする。
- (5) 適用範囲のスタッフが、お客さま情報に限らず取り扱う情報資産の保護を危うくする行為を行なった場合は、社員就業規則に従い処分を行なうものとする。

6 定期的見直し

情報セキュリティマネジメントシステムの見直しは、環境変化に合わせるため定期的の実施するものとする。

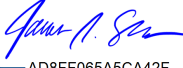
7 変更履歴、承認

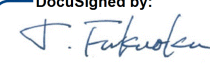
Revision	Authors	Change Summary
20230110	Cogley, Fukuoka	Initial release

承認：

代表取締役社長 ジェームズ R. コグレー
代表取締役副社長 福岡 琢巳

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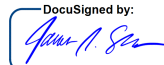
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Signer Events

Rick Cogley

rick.cogley@esolia.co.jp

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(None)**Signature**DocuSigned by:

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Signature Adoption: Drawn on Device

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Signed: 2023-Jan-09 | 22:09

Freeform Signing

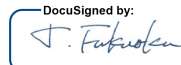
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Takumi Fukuoka

takumi.fukuoka@esolia.co.jp

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(None)DocuSigned by:

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Signature Adoption: Uploaded Signature Image

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Signed: 2023-Jan-09 | 22:47

Freeform Signing

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Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	2023-Jan-09 22:47
Signing Complete	Security Checked	2023-Jan-09 22:47
Completed	Security Checked	2023-Jan-09 22:47

Payment Events	Status	Timestamps
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