Claremont Supplier Policy

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Registered in England and Wales 5294592. Claremont is a trading name of Premiertec Consulting Ltd

This Policy will be reviewed when significant changes occur.

Change History

Date	Name	Version	Change Reference
24/07/2020	Daniel Berry	1.0	Created

Approvals

Copy	Name	Role
1	n/a	Claremont Leadership Team
2	Daniel Berry	Information Security Manager

Scope

All Claremont Procurement Agreements with Claremont vendors that require access to Claremont Systems.

Policy

The phrase “Supplier” in this Supplier Policy shall, where relevant, also include all officers, employees, contractors, subcontractors and agents of the Supplier.

Supplier shall:

(i) Promptly and accurately complete and return any Claremont Supplier Assessment Questionnaire whenever requested by Claremont;

(ii) Promptly respond to, and provide copies of, Information Security documentation, service designs and architecture, certifications and reports, when requested by Claremont;

(iii) safeguard the security of all Claremont Confidential Information, using appropriate technical and organisational security systems and processes reasonably acceptable to Claremont;

(iv) perform regular and full testing procedures on such security systems and processes;

(v) permit Claremont, upon reasonable notice to the Supplier, to conduct security audits against such security systems and processes (including the right to test the security of any hardware and software used by Supplier in the performance of its obligations under the agreement);

(vi) take all appropriate steps, including technical and organizational steps, to mitigate identified security weaknesses agreed between the parties;

(vii) not reduce the security levels associated with such security systems and processes without Claremont's prior written consent; and

(viii) agree with Claremont on any changes to the security prior to implementation ;

(ix) notify Claremont’s Service desk by email at servicedesk@claremont.co.uk immediately after becoming aware of a data breach or an incident where any Claremont information is at risk of unauthorised or unlawful disclosure, loss or damage;

(x) Provide such assistance as Claremont may reasonably require to all security and fraud investigations in connection with the services provided.

(xi) Comply with the requirements of the Modern Slavery Act 2015.