

## Data Handling & Security Policy

### Policy Statement

Network Scaffolding Contractors Ltd is committed to complying with good practice and managing its information assets in line with current legislation and stakeholder requirements.

### Scope

This Policy applies to all employees (permanent and temporary) and to any other parties who are provided with access to the company information systems and information/data used for Network Scaffolding Contractors Ltd purposes

### Requirements

Information exists in many forms; for example, it may be printed on paper, stored electronically, and transmitted through the postal service or through using electronic means; including CCTV images and spoken conversation. As such, it is a requirement to ensure that appropriate security measures are implemented for all forms of information exchanges to ensure business continuity, and to avoid legislative breaches and adherence to contractual obligations.

All electronic documents and records must be stored on the company IT systems, and any hardcopy records must be maintained within the company filing systems. Where the interaction of information/data is required with our clients and stakeholders, this must be carried out in line with any applicable standards and contractual obligations.

Where such information/data interaction is required to be carried out in connection with Public Sector stakeholders, protective marking will need to be implemented in accordance with Government Security Classifications document dated April 2014.

It is a requirement of this Policy that adequate security measures must be implemented to ensure that:

- Information is protected from unauthorised access;
- The confidentiality of information will be assured;
- The Integrity of information will be maintained;
- Information is only made available to authorised persons;
- Regulatory and legislative requirements will be met;
- Information security training will be available to employees and any authorised parties;
- All breaches of information security, actual or suspected, will be investigated and resolved.

This Policy will be reviewed annually to ensure that it reflects current legislation and regulations.



Stephen Guthrie  
Managing Director