

Information Security Policy

Purpose: Ward & Burke (Ward & Burke Group Ltd. and Ward & Burke Construction Ltd.) is committed to the highest standards of information technology and security. All information systems operated by Ward and Burke are secure and comply with the requirements of the Data Protection Act and the Computer Misuse Act. Policies are based on the International Standard for information security ISO270001:2022.

It is our aim that all staff are aware of the need to maintain secured system and fully understands their individual responsibilities as outlined in the procedure and user responsibilities. All staff are responsible for ensuring that they understand and abide by this policy. Failure to do so will be viewed as a serious matter and may result in disciplinary action.

The objectives of Ward & Burke's Information Security Policy are to preserve:

Confidentiality - Access to Data shall be confined to those with appropriate authority.

Integrity - Information shall be complete and accurate. All systems, assets and networks shall operate correctly, according to specification.

Availability - Information shall be available and delivered to the right person, at the time when it is needed.

It is the Company's duty to ensure:

- Information is protected against unauthorised access
- Confidentiality of information is maintained
- Company information is not disclosed to unauthorised persons through deliberate or negligent action
- The integrity of information is maintained by protection from unauthorised modification
- Information is available to authorised users when needed
- Regulatory and legislative requirements are met
- Contingency plans are produced and tested as far as is practicable to ensure business continuity is maintained
- Information security training is provided for all staff
- All breaches of information security and suspected weaknesses are reported, investigated and appropriate action taken
- Sharing of information with other organisations/agencies is permitted providing it is done within the remit of a formally agreed information sharing process.

The Company considers a breach of this Policy as a serious offence. Any violation will result in disciplinary action in appropriate circumstances. This Policy will be reviewed annually to ensure it is suitable, compliant with any changes in the Data Protection Act, and to ensure its effectiveness and implementation.

A handwritten signature in blue ink, appearing to be 'P. Burke', written over the signature line.