

Information Security Policy Statement

The purpose and objective of this Policy is to protect the Company's information assets from all threats, whether internal or external, deliberate or accidental, to ensure business continuity, minimise business damage and maximise return on investments and business opportunities.

Information takes many forms and includes: data printed or written on paper, stored electronically, transmitted by post or using electronic means, stored on tape or video, spoken in conversation.

It is the policy of Malakoff Limited to ensure that:

- Information will be protected from a loss of:
 - confidentiality (ensuring that information is accessible only to authorised individuals);
 - integrity (safeguarding the accuracy and completeness of information and processing methods); and
 - availability (ensuring that authorised users have access to relevant information when required).
- Regulatory and legislative requirements will be met, including requirements of the *Data Protection Act 2018* and the *Computer Misuse Act 1990*.
- A Business Continuity Plan is available, maintained, and tested.
- All breaches of information security, actual or suspected, will be reported to, and investigated by, the HSQE Manager.

This policy will be implemented through the Malakoff Management Procedure *P08 Documented Information and Data Control*.

The role and responsibility of the HSQE Manager is to manage information security and to provide advice and guidance on implementation of this Policy.

The designated owner of the Information Security Policy (the Director) has direct responsibility for maintaining and reviewing the Policy.

All managers are directly responsible for implementing this policy within their own business area.

It is the responsibility of each employee to adhere to this Policy.

This Policy will be reviewed annually during the Management Review meeting and updated as and when any new legislation or processes are introduced within the Company that affect this Policy.

Additional Policies to refer to in regards to specific information security are:

- Data Protection Policy
- Secure Handling, Use, Storage, and Retention of Disclosure Information Policy

Signed By:  Director

Date: 23rd February 2022

Endorsed By: Allan Gould, Non-Executive Director
Douglas Stevenson, Director
Colin Duncan, Director

Date: 23rd February 2022
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