Great Ponton House
Great North Road
Great Ponton
Lincolnshire
NG33 5AG

Information Security Policy

Access Control:

Access to Total Compliance's information must be restricted on a need-to-know basis. All employees must ensure that their login credentials are kept confidential and not shared with anyone.

Password Security:

Passwords must be strong, unique, and changed every 90 days. Employees must not use the same password for multiple accounts.

Network Security:

All devices connected to the Total Compliance network must be secured with up-to-date antivirus software and firewalls. Employees must not connect personal devices to the network without prior approval.

Email Security:

Employees must use only Total Compliance email system for conducting company business. Email attachments must be scanned for viruses before opening.

Data Protection:

All confidential and sensitive information must be encrypted when stored or transmitted.

Incident Reporting:

All security incidents, including suspected or actual breaches, must be reported to management immediately.

Enforcement:

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Author: Michelle Scott (Director)
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VAT Registration - 258 8909 43
Registered in England & Wales
Company Number – 09915888
info@totalcompliance.co.uk
Tel: 0345 9001312