

Information Security Policy Statement

Threeewood Consulting is committed to ensuring its information is kept secure. This policy applies to security of information in electronic and paper formats. Associated systems used for storing and communicating electronic information are covered by this policy.

We will comply with all relevant legislation and statutory requirements concerning the security of information, including the Data Protection Act.

We will ensure that information security is managed in accordance with the principles of BS ISO/IEC 27001.

We expect our staff and suppliers, who handle critical information, to store and communicate this information securely. We will ensure our staff and suppliers have appropriate awareness of and training in information security requirements.

Confidential information will not be sent by instant messaging or voice over internet protocol VOIP unless it is through a password protected and encrypted system.

We will carry out periodic, focussed checks and audits to ensure information security activities are carried correctly and consistently. Top management will review the performance of our information security arrangements on an annual basis as part of our Management Review process. Any non-conformities with this policy will be addressed through our Quality Management System (QMS).

Any suspected information security incident shall be notified without delay to the Responsible Director, who will instigate an investigation with the help of our IT Services Provider.

The Managing Director will ensure this policy is reviewed and updated, where necessary, on an annual basis as part of our Management Review process.

Responsibilities

Overall responsibility for ensuring compliance with this policy shall be vested in our Responsible Director – Iain Ross. Key roles and responsibilities for individuals who create, access, communicate and govern information that falls under the responsibility of Threeewood Consulting shall be as follows.

- Top management shall be responsible for providing sufficient commitment, direction and resources with respect to information security policy
- The Managing Director shall be responsible for ensuring this policy is reviewed and amended, where necessary on an annual basis
- The Responsible Director will be responsible for ensuring compliance with this policy
- The Quality Management Representative will ensure any non-conformities with information security policies are recorded and addressed in line with our Quality Management System

- All employees, associates and suppliers will be individually responsible for ensuring information security requirements are performed correctly and consistently
- Our IT Services Provider will provide technical support and assistance with investigating information security breaches

IT Security Policy

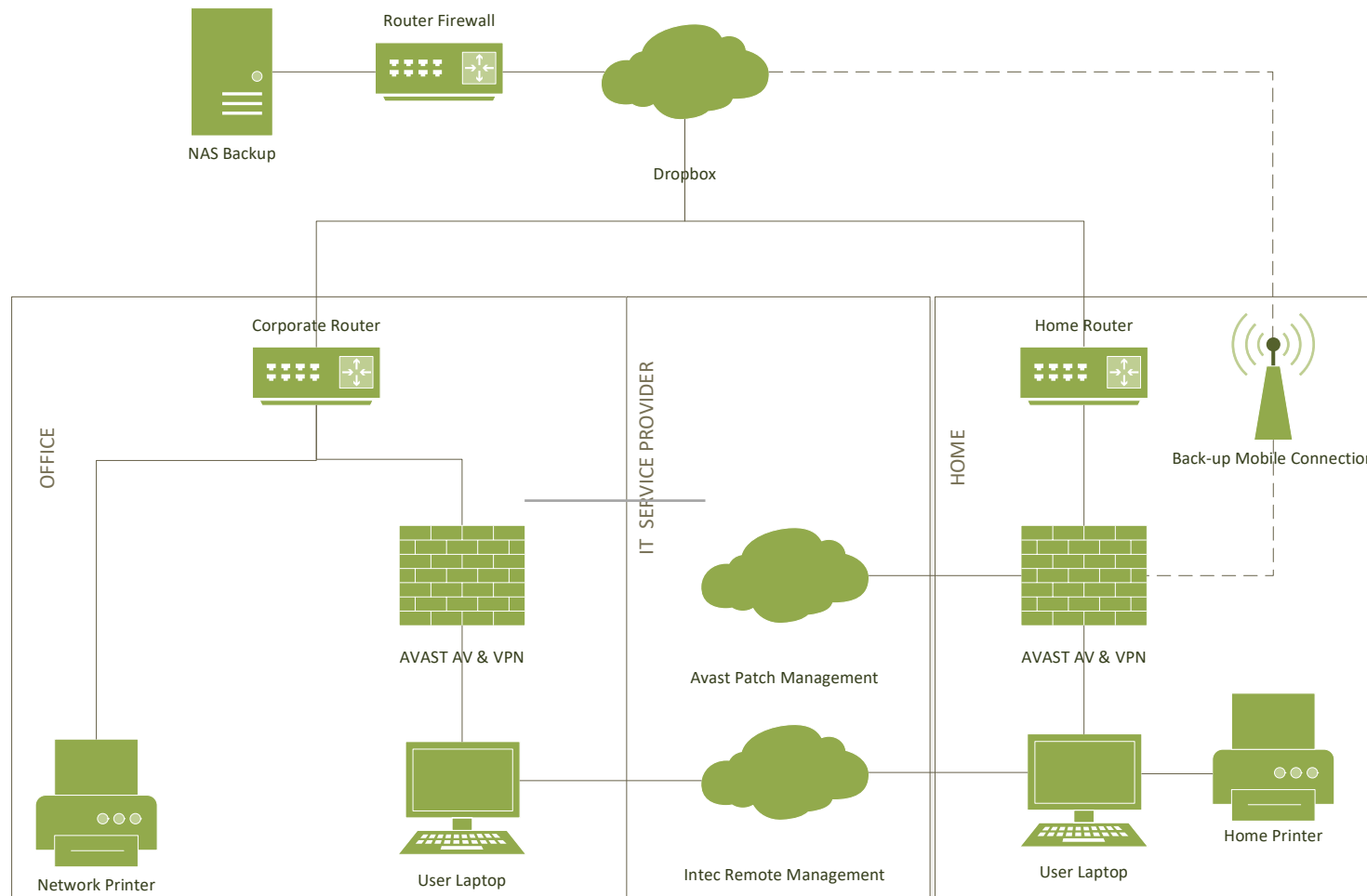
Threepwood use a multi-layered approach to IT security, to ensure information remains under our control:

- All computer hard drives are encrypted.
- Multi-factor authentication is a requirement for core IT systems:
 - MS Office.
 - Dropbox.
 - Synergist.
- Antivirus software is installed on each computer and is up to date:
 - Centrally managed enterprise software (IT Service provider).
- Windows and MS Office products are up to date:
 - Centrally managed enterprise software (IT Service provider).
- Data is stored on encrypted cloud based platform.
- Data is backed up on encrypted Network Attached Storage Device.

A network connectivity diagram is shown on the proceeding page.

Iain Ross
Executive Director

IT Connectivity Diagram



Document History

Version	Date	Amendment	Issued by	Authorised by
1	10/08/16	First issue	Gary Eastwood Managing Director	Ian Naylor Executive Director
2	17/04/20	Review and minor amendment to reflect change of responsibility to Responsible Director	Gary Eastwood Managing Director	Iain Ross Executive Director
3	30/04/23	Reviewed and validated	Gary Eastwood Managing Director	Iain Ross Executive Director
4	09/04/24	Inclusion of IT security policy and connectivity diagram	Iain Ross Executive Director	Gary Eastwood Managing Director