

INFORMATION SECURITY POLICY

Corporate Policy Document

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Policy owner	Shaye Grant, Managing Director
Approved by	Shaye Grant, Managing Director
Effective date	22nd July 2026
Next review	22nd July 2027

DOCUMENT CONTROL

Version History

Version	Date	Description of change	Author
1.0	22nd July 2026	First issue	S. Grant

Approval

Name	Position	Signature and date
Shaye Grant	Managing Director	<i>Shaye Grant</i> 22nd July 2026

Distribution

This policy is issued to all directors, employees, workers and sub-contractors of Grants Electrical Solutions Ltd, forms part of induction, and is available to clients and other interested parties on request.

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1 POLICY STATEMENT

- 1.1 Grants Electrical Solutions Ltd protects the confidentiality, integrity and availability of its business information and systems, including client data, certificates, financial records and commercial information, complementing the Company's Data Protection and UK GDPR Policy.

2 ARRANGEMENTS

- 2.1 All systems are protected by strong, unique passwords with multi factor authentication enabled where available; devices are kept updated, locked when unattended, and encrypted where supported; access is granted on a need to know basis and revoked immediately when a person leaves; business data is held in the Company's approved systems, not personal accounts; phishing and suspicious messages are reported and never actioned; public Wi-Fi is not used for business systems without protection; and paper records are secured and shredded when no longer required. Suspected security incidents are reported to the Managing Director immediately and handled under the data breach procedure where personal data is involved.

3 NON-COMPLIANCE

- 3.1 Breach of this policy by an employee is a disciplinary matter which may amount to gross misconduct. Breach by a sub-contractor is a breach of their terms of engagement.

4 REVIEW

- 4.1 This policy is reviewed at least annually by the Managing Director and following any incident or change in legislation or the business, with changes recorded in the version history.

Signed for and on behalf of Grants Electrical Solutions Ltd

Signed: *Shaye Grant*

Shaye Grant, Managing Director Date: 22nd July 2026