

Data Protection and Information Security Policy

Effective Date: 03/04/2020

Introduction

This Data Protection and Information Security Policy outlines the measures and guidelines that Mersey Rod Limited and RA Utility Solutions will follow to protect the confidentiality, integrity, and availability of its data and information assets. This policy applies to all employees, contractors, vendors, and any individual or entity with access to Mersey Rod Limited and RA Utility Solutions information resources.

Data Classification and Handling

2.1. Data Classification

Data will be classified based on its sensitivity and criticality into the following categories:

Sensitive Data: Highly confidential and sensitive information, including personal data, financial records, intellectual property, and trade secrets.

Confidential Data: Internal business information not intended for public release.

Internal Use Data: Non-confidential data for internal use only.

Public Data: Information that can be disclosed publicly without any restrictions.

2.2. Data Handling

All employees must adhere to the data classification guidelines and handle data accordingly. Sensitive and confidential data should be accessed, processed, and stored with utmost care and restricted to authorised personnel only.

Access Control

3.1. User Access Management

Access to Mersey Rod Limited and RA Utility Solutions information systems and resources will be granted based on the principle of least privilege. User access will be regularly reviewed and revoked or adjusted as necessary.

3.2. Authentication

Strong authentication mechanisms, such as passwords and multi-factor authentication (MFA), will be employed to verify the identity of users and prevent unauthorised access.

Data Security

4.1. Encryption

Sensitive data in transit and at rest will be encrypted using industry-standard encryption algorithms to prevent unauthorised access and ensure data confidentiality.

4.2. Data Backup and Recovery

Regular data backups will be performed to ensure data availability and resilience. Backup procedures will be tested periodically to ensure data can be effectively restored in case of data loss or system failure.

4.3. Data Retention

Data will be retained as required by relevant laws and regulations. Once data is no longer necessary for business or legal purposes, it will be securely disposed of following data destruction best practices.

Network Security

5.1. Firewall and Intrusion Prevention

Firewalls and intrusion prevention systems will be deployed to protect the network from unauthorised access, malware, and other cyber threats. Regular updates and monitoring will be performed to ensure their effectiveness.

5.2. Secure Wi-Fi Usage

Wi-Fi networks will be secured with strong encryption and access controls. Guest networks will be isolated from internal networks, and default passwords for Wi-Fi access points will be changed.

Employee Training and Awareness

6.1. Data Protection Training

All employees will receive regular training on data protection, information security best practices, and their responsibilities for safeguarding company data.

6.2. Reporting Security Incidents

Employees must promptly report any suspected security incidents or data breaches to the designated IT or cybersecurity team for appropriate action.

Vendor Management

7.1. Vendor Security Assessment

Third-party vendors with access to Mersey Rod Limited and RA Utility Solutions data will be subject to security assessments to ensure they meet the necessary data protection and security standards.

7.2. Vendor Contracts

Contracts with vendors will include provisions ensuring the protection and confidentiality of Mersey Rod Limited and RA Utility Solutions data.

Compliance and Auditing

8.1. Compliance with Laws and Regulations

Mersey Rod Limited and RA Utility Solutions will comply with all applicable data protection and privacy laws and regulations.

8.2. Security Audits

Regular security audits will be conducted to assess compliance with this policy and identify areas for improvement.

Policy Review

This Data Protection and Information Security Policy will be reviewed and updated periodically or whenever there are significant changes to the organisation's infrastructure, technology, or regulatory environment.

By adhering to this policy, Mersey Rod Limited and RA Utility Solutions aims to protect sensitive information, maintain the trust of its customers and partners, and ensure compliance with data protection and security requirements.

Mersey Rod Limited and RA Utility Solutions Data Protection and Information Security Policy is effective from the date mentioned above.

Signed,

Jeremy Morton
Director
Mersey Rod Limited and RA Utility Solutions
03/04/2020

i. Revised 02/08/2023
ii. Revised 08/01/2024