





Information Security Policy

NVT-POL-02

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Revision History:

Section	Description of Change	Date	Issue	Authorised
All	First protocol to the Integrated Management System	20/10/2022	1	H Fraser

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The confidentiality, integrity and availability of information are of great importance to the administration and operation of NVT Group Ltd. Failure in any of these areas can result in disruption to the services that we provide as well as loss of confidence in NVT Group Ltd by existing and potential customers. The security of our information and other assets is therefore regarded as fundamental to the successful operation of the organisation.

The objective of the Information Security Policy is to ensure business continuity and minimise business damage by preventing and managing an acceptable level the impact of information security incidents could have. Adherence to this policy will assist to protect ourselves and our customers from information security threats, whether internal or external, deliberate, or accidental.

This Information Security Policy is used as a framework for NVT Group Ltd to set Objectives. These objectives will be reviewed during the Management Review process.


We are committed to good information security provision for customers and staff; hence it is the policy of NVT Group Ltd that we will:

- Ensure continual improvement of the Management System
- Ensure that information is accessible only to those authorised to have access.
- Safeguard the accuracy and completeness of information and processing methods.
- Ensure that authorised users have access to information and associated assets when required.
- Ensure that we meet our regulatory and legislative requirements.
- Address the security of all our services and processes to ensure that risks are identified, and appropriate controls are implemented and documented.
- Provide a secure working environment for staff on our site.
- Produce business continuity and incident response plans for strategic services which will be tested on a regular basis.
- Promote security awareness and provide appropriate information security training for our staff.

The Head of Information Security is responsible for the production and the controls to enforce this policy as well as the provision of advice and guidance on its implementation and maintenance. All breaches of information security, information security incidents and concerns must be reported to the Head of Information Security who will be responsible for the investigation and subsequent reporting of all security incidents.

It is the responsibility of all staff and visitors to adhere to this policy.

NVT Group Ltd reserves the right to inspect any data stored on an NVT Group Ltd computer or telecommunication system, transmitted or received via NVT Group Ltd networks, in the cause of investigating security incidents or safeguarding

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against security threats. This policy shall be reviewed on a regular basis or if significant security changes occur to ensure its on-going suitability and effectiveness.



Mr. Hamish Fraser
Managing Director
25th January 2023 (Review Date January 2024)
