



**Connect Media**  
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*Vat Reg No. 391 2235 09  
Company Reg No. 07450316*

1st April 2025

## Information Security Policy

Connect Media (Sussex) Ltd

Our commitment Connect Media is committed to protecting the confidentiality, integrity and availability of all information we create, receive, store or send – whether it belongs to our customers, our staff or the business itself.

### What this means in practice We will:

1. Identify and protect personal data and confidential business information
2. Comply with UK data protection law (UK GDPR & Data Protection Act 2018), the Privacy & Electronic Communications Regulations (PECR), and any industry-specific rules
3. Keep information secure from loss, misuse, unauthorised access or disclosure
4. Make sure only authorised people can access information they need to do their job
5. Use up-to-date anti-virus software, firewalls and security updates on all devices
6. Encrypt laptops, phones and removable media that contain confidential data
7. Train every member of staff on information security and phishing awareness
8. Use strong passwords and multi-factor authentication (MFA) wherever possible
9. Back up important data regularly and test recovery
10. Report any suspected data breach to the Information Commissioner's Office (ICO) within 72 hours if required, and tell affected individuals without undue delay
11. Only work with suppliers and contractors who meet acceptable security standards

### Your responsibilities Every employee, contractor and visitor must:

- Keep information secure and confidential
- Never share passwords or leave devices unlocked
- Report any security concern or suspected breach immediately to Lee Jones (Director)
- Use only approved cloud services and software

Reporting a security incident If you think information has been lost, stolen or accessed by someone who shouldn't have it, tell Lee Jones straight away (even if you're not sure).

Phone: [your number] | Email: [your email] | In person – it's safe to tell us.

Consequences Deliberate breaches of this policy may lead to disciplinary action or termination of contract

## **Information Security Policy cont.**

Overall responsibility Lee Jones (Director) has overall responsibility for information security and reviews this policy every 12 months or after any significant incident.

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Signed:  
Lee Jones | Director

Date: 1st April 2025  
Next review: 31st March 2026