

Information Security & Cyber Security Policy

K Dean Building Services Ltd

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Review Frequency	At least annually	Approval Method	Director approval / controlled electronic record

1. Purpose

This policy sets minimum controls for protecting Company, client, employee and supplier information from loss, unauthorised access, alteration, disclosure, cyber attack and avoidable disruption.

2. Minimum Controls

- Use strong unique passwords and multi-factor authentication where available and appropriate.
- Restrict system and document access according to job need.
- Keep supported devices, software and security updates current.
- Use approved storage, sharing and backup arrangements for Company information.
- Be alert to phishing, payment diversion, invoice fraud and suspicious links or attachments.
- Protect laptops, phones and removable media against theft or unauthorised use.
- Do not share client or personal information through unapproved channels.
- Report lost devices, suspicious emails, malware, account compromise or data loss immediately.
- Apply proportionate supplier due diligence where third parties host or process sensitive information.

3. Incident Response

Information-security incidents will be contained, recorded, investigated and escalated. Where personal data is involved, the Data Protection & Privacy Policy and applicable breach-assessment requirements will also apply.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- UK GDPR and Data Protection Act 2018
- National Cyber Security Centre small-business and cyber-security guidance

Director Approval

This document has been reviewed and approved on behalf of K Dean Building Services Ltd by the Company Director and will be reviewed at least annually, or sooner where legislation, company arrangements, client requirements or operational risks change.



This public controlled copy does not display a handwritten signature. Approval is recorded within the Company controlled-document system.

Approved on behalf of

K Dean Building Services Ltd

Approved by

Company Director

Approval date

16 August 2026