

	INFORMATION SECURITY AND DATA PROTECTION POLICY	Revision 2	Document Reference QISP-P006
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INFORMATION SECURITY AND DATA PROTECTION POLICY

Quinn Infrastructure Services Ltd is committed to managing all information in accordance with all current legislation.

Information exists in many forms. It may be printed or written on paper, stored electronically, transmitted by post or using electronic means, shown on films or spoken in conversation.

Appropriate protection is required for all forms of information to ensure business continuity and avoid breaches of the law and statutory, regulatory and contractual obligations.

To achieve this, it is Quinn Infrastructure Ltd.'s policy to ensure that:


- o Information is protected from unauthorized access
- o Confidentiality of information is assured
- o Integrity of information is maintained
- o Information is only available to authorized persons
- o Information security training is provided to all staff
- o All breaches of information security, actual or suspected will be reported, investigated and resolved.

The overall objective is to treat information appropriately and in accordance with the risks associated with it. Personal data will be handled in accordance with the Data Protection Act 2018. Data protection Legislation regulates the capture, storage and use of information about individuals, known as 'personal data'

To achieve compliance with Data Protection Legislation, Quinn Infrastructure Ltd will ensure that:

- o There are individuals within the business who can provide advice and assistance on issues arising under the Data Protection Legislation
- o Everyone managing and handling personal data understands that they are responsible for following good data protection practice
- o Everyone managing and handling data is appropriately trained
- o Queries about handling personal data are dealt with promptly
- o Procedures for handling personal data are clearly described, and
- o A regular review of the way personal data is managed is undertaken

Approved by Neil Shearwood (Managing Director)

Signed.......... Date: 24/06/2020