



WICKS AND MARTIN LTD CYBER SECURITY POLICY

Wicks and Martin LTD has cyber-attack safeguards in place to protect the security of the company.

Confidential data is valuable and can include:

- Financial information.
- Customer/Provider information.
- Bespoke working practices.

All relevant employees or anyone who has permanent/ temporary access are responsible for its implementation.

- Use of strong confidential passwords for different logins, which need to be stored correctly.
- Only open email attachments/ links from trusted sources.
- Look out for any inconsistencies and report any scams, privacy breaches or hacking attempts.
- Avoid transferring sensitive data.
- Refrain from downloading any unauthorised data.
- Do not visit suspicious websites.

TAKE SECURITY SERIOUSLY

Everyone from our customers, providers, stakeholders to our employees and contractors should feel that their data is safe.

Signed:

A handwritten signature in blue ink, appearing to read 'S Macpherson', is placed over a light blue rectangular background.

Stephen Macpherson

Date: 06.05.2021