

# Information Security Policy

## Company Overview

Company name	KENWICK PROPERTIES
Who are the Directors?	PARTNERSHIP
Site address	3 LUSH STREET TURKISH ROYS SQ
Overview of business activities	PROPERTY MANAGERS
Who is responsible for information security?	GARRYKANE
Does this person have appropriate authority and resources?	YES

## Physical Security

Description of building	TWO STOREY OFFICE
What are the points of access to your building?	FRONT AND REAR DOORS
How is access controlled and how are visitors supervised?	ACCESS THROUGH ALL DOORS MONITORED AT ALL TIMES
Who has access to the building and equipment who is not from our organisation? (e.g. Cleaner, IT support)	CLEANERS
What is the quality of our doors and locks and is there any additional protection i.e. entry systems, security cameras, CCTV?	ALARM
How do we dispose of paper waste?	CONTROLLED DISPOSAL THROUGH GRINDERS
What is our policy on locking filing cabinets?	LOCKED WHEN OFFICE IS CLOSED
What is our policy on desk desks, physical documents or disks and usability of PC or device screens to members of the public?	PC LOCKS AFTER 5 MINS
How often do we test our systems and policies?	ONCE A YEAR

## Staff

Staff may commit a criminal offence if they access or disclose data without authority.

## Training and policy demonstration

How many staff do we have?	8
Do we provide data protection training to all staff?	YES
Who has the ability to access, alter, disclose and delete data and how do we ensure that those people only act within the scope of the authority we give them?	ONLY THE CONTROLLER CAN ALTER INFORMATION ON THE DAY A BASE