

# INFORMATION SECURITY POLICY

Anglian Land Drainage 2019

**Anglian Land Drainage Ltd handles sensitive information daily. Sensitive Information must have adequate safeguards in place to protect them to ensure compliance with various regulations and to guard the future of the organisation.**

Anglian Land Drainage Ltd commits to respecting the privacy and protecting any data from outside parties. To this end management are committed to maintaining a secure environment in which to process information so that we can meet these promises.

Employees handling Sensitive data should ensure:

- Handle information in a manner that fits with their sensitivity;
- Limit personal use of the Company information and telecommunication systems and ensure it doesn't interfere with your job performance;
- Anglian Land Drainage Ltd reserves the right to monitor, access, review, audit, copy, store, or delete any electronic communications, equipment, systems and network traffic for any purpose;
- Do not use e-mail, internet and other Company resources to engage in any action that is offensive, threatening, discriminatory, defamatory, slanderous, pornographic, obscene, harassing or illegal;
- Do not disclose personnel information unless authorised;
- Protect sensitive information;
- Keep passwords and accounts secure;
- Request approval from management prior to establishing any new software or hardware, third party connections, etc.;
- Do not install unauthorised software or hardware, including modems and wireless access unless you have explicit management approval;
- Always leave desks clear of sensitive data and lock computer screens when unattended;
- Information security incidents must be reported, without delay, to the individual responsible for incident response locally.

We each have a responsibility for ensuring our company's systems and data are protected from unauthorised access and improper use. If you are unclear about any of the policies detailed herein you should seek advice and guidance from your line manager.

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