Information Security Policy

This policy applies to all companies within the Relyon Group.

Relyon Services Group will manage information security to ensure that its core and supporting business operations continue to operate with minimal disruptions by securing the protection of data by focussing on the following:

▶ Confidentiality: ensuring that our information is accessible only to those authorised to access it.

▶ Integrity: ensuring that the information relevant to this policy is accurate and complete, and that the information is not modified without authorisation.

▶ Availability: ensuring that our information is accessible to authorised users when required.

▶ Risk: identify, assess and effectively manage the risks to our information.

▶ Legal, Regulatory and Contractual requirements: ensuring that our activities comply with all relevant legal, regulatory and contractual requirements.

Any loss or potential loss of data or breaches of data security must be reported immediately to the MD or to the Head of Group Services who will deal with any such matters in accordance with the Group Non-Conformance procedures.

Our Managing Director has overall responsibility for maintaining information security and all employees are expected to adhere to our specific Information security policies. Failure to do so will result in disciplinary action.