

Ref. No:	IMS-POL-18	<h1>IT Security Policy</h1>	
Rev. Status:	01 JAN 23		

It is the policy of NICOL OF SKENE LTD to manage and control the quality of all services to ensure compliance with recognised standards and customers' requirements.

NICOL OF SKENE LTD aims to provide assurance that IT Security will be maintained at levels which will satisfy the expectations of our customers.

The company will achieve and maintain Cyber Essentials Certification to verify our cyber security arrangements.

Our Integrated Management System is based on the identification and management of risk.

This risk-based approach to the management of our business ensures that our work is carried out in a manner which not only meets the technical requirements but is as safe to our staff, our sub-contractors, our customers, the general public and the environment as is reasonably practicable.

The company will provide cyber incident response processes including backups of critical systems.

The company will appoint a specialist external IT Services provider who will be responsible for managing all firewalls and other security measures to protect the IT System including email.

Company data shall be held securely in Cloud based storage via Microsoft OneDrive and Microsoft Teams with all data backed up automatically.

There shall be a minimum of an annual disaster recovery simulation carried out by the IT Service Provider to verify the effectiveness of the backup data recovery process.

Regular Cyber Security Training will be provided to all relevant employees, and all users will receive regular simulated Phishing emails and personalised awareness training via Usecure to maintain vigilance and improve response to malicious communications.

Any cyber security breaches or deliberate attacks will be reported immediately to the relevant authorities.

This policy statement has the complete support of the Board of Directors of NICOL OF SKENE LTD.

Authorised by:



Peter-Jon Cowe
Chief Operating Officer

Date: 05th January 2026

Next Review Due: January 2027