

Information Security Policy

Summary

H W Martin (Traffic Management) Ltd is committed to managing all information in accordance with legislation and best practice. The security of our information, and that which is trusted to us by our clients, delivery partners, suppliers and vendors who may hold information on our behalf, is fundamental to protecting maintaining and operating our business.

The loss, corruption or theft of information and supporting systems could have a serious impact on our business activities and reputation. Our people, information and processing systems are critical and need to be protected appropriately to ensure business continuity and to avoid breaches of the law and statutory, regulatory and contractual obligations.

To achieve this, it is H W Martin (Traffic Management) Ltd policy to ensure that:

- ▶ Ensuring the availability, confidentiality and integrity of our information, data and business systems are maintained and controlled
- ▶ Information will be protected from unauthorised access
- ▶ Confidentiality of information will be assured
- ▶ Information is made available only to authorised persons
- ▶ Providing a well-managed security function that offers a high level of trust and confidence to our internal stakeholders as well as customers and partners
- ▶ Ensuring we have a robust, secure and monitored ICT infrastructure which protects the company's data and commercial interests
- ▶ Ensuring that the use of information systems by employees does not create unnecessary business risk through inappropriate behaviour
- ▶ Managing assets so they are identifiable, traceable and compliant with legal and business requirements and remain fit for purpose
- ▶ Having appropriate controls in place to meet regulatory and legislative requirements and to ensure those controls are effective
- ▶ Ensuring the company promotes good security, guidance and advice where appropriate.

It is the responsibility of every individual in and associated with the company to:

- ▶ Handle our own and third party information appropriately according to its sensitivity and/or classification
- ▶ Take steps to minimise the chance of information being lost
- ▶ Report security incidents or anything suspicious which may give rise to a security incident
- ▶ To prevent or minimise disruption to the company that may lead to financial or operational loss or a negative impact to reputation to the company
- ▶ Exercise vigilance when using computers, tablets, removable storage devices and phones or when using email and online services
- ▶ Use company information and supporting business systems for approved business purposes only and in a manner that does not compromise their confidentiality, integrity or availability.

This policy applies to anyone that accesses H W Martin (Traffic Management) Ltd information and it should be read in conjunction with the ICT Acceptable Use Policy.

This policy will be reviewed annually to ensure the management of information security is suitable, effective, consistently implemented, and continually improved.



Chief Operating Officer

27th June 2026

Owner: Company Director	Version: 1.3	HWMTM-ICT-POL-01
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