The Lime Centre
Hazeley Road
Morestead
Winchester
SO21 1LZ

Information Security Policy

The Lime Centre recognises the importance of protecting our digital assets and sensitive information from unauthorised access and misuse. We are committed to maintain a secure information environment compliant with any legal requirements.

1. About this policy

1.1 The purpose of this policy is to establish guidelines and practices for safeguarding our company's information assets, ensuring confidentiality, integrity and availability.
1.2 This policy applies to all employees and third parties who handle company information.
1.3 By following this policy, we aim to protect our operations, client information, and intellectual property, ensuring trust and confidence in our business.

2. Access and authentication

2.1 Access to company systems, databases and sensitive information must be authorised and controlled.
2.2 Employees must use strong, unique passwords. The Lime Centre ensures all users change passwords regularly and use multi-factor authentication wherever possible.

3. Data classification and handling

3.1 All data is classified according to its sensitivity. The Lime Centre employees are required to handle and store data appropriately based on its classification level, ensuring that sensitive information is protected from unauthorised access and disclosure.
3.2 Confidential data (including but not limited to customer details, addresses, financial records) must be protected with appropriate controls.

4. Physical security

4.1 Office premises, storage areas and equipment are secured against unauthorised access.
4.2 Any visitor to The Lime Centre premises is monitored.

5. Network security

5.1 Software is regularly updated.
5.2 Adequate firewalls, intrusion prevention systems and secure Wi-Fi networks must be used.

6. Incident response and reporting

6.1 Security incidents (such as security breaches or possible malware) must be reported promptly to management.
6.2 Incident details must be documented for corrective actions to be taken by The Lime Centre.

7. Vendor and third-party security

7.1 Third-party vendors are evaluated by The Lime Centre prior to interaction, and any contracts made include security requirements.

The Lime Centre
Hazeley Road
Morestead
Winchester
SO21 1LZ

8. Remote work

8.1 Security measures are implemented for those working remotely, including the use of Virtual Proxy Networks and designated secure devices.

9. Employee training and awareness

9.1 The Lime Centre ensures its employees are educated with regards to security awareness, especially regarding phishing and social engineering.

Name: Nigel Wright

Position: Company Director

Signature:

Date: 01/11/2026