



Security Policy

E-Cycle Ltd (the business) is committed to a policy of security management that is appropriate to the organisations purpose of providing a secure solution while processing employee's information.

The core business functions are to provide secure services for our client's assets that are considered by the clients to be either end of use or end of life ICT equipment for the purpose of:-

Data erasure-repair- refurbishment-donation- redeployment to the client- resale- or its safe ethical disposal.

As a minimum standard the business regarding Information classification labelling & handling of client assets will treat all its clients' assets as official in line with the government security classification issue April 2014. Should clients require their assets to be treated at a higher level this will be agreed between the clients and the business and will form part of the business contract review.

The business will set objectives to realise this policy and will provide a framework for setting and reviewing these policies for their suitability by business management reviews.

The business is committed to conducting legal compliance audits and reviews.

Organisational roles, authorities and responsibilities are identified and allocated to individuals throughout the business and communicated by means of induction and awareness sessions to employees regarding information security. This policy will be made available to third parties on request and will be available on the business website.

The business is committed to meeting all applicable requirements and strives to continually improve the Information Security system where ever possible. This policy will be periodically reviewed for its suitability.

Operations Director

Commercial Director

Richard Harding

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