



A Company of Bailiffs Ltd Information Security Policy

1. Purpose

- 1.1. ACOB Ltd has a responsibility and requirement to protect under the General Data Protection Regulations (GDPR). This Information Security Policy is intended to ensure that high confidentiality, integrity, and management of information are maintained. The policy specifies the means of information handling and transfer in the course of Company business.

2. Scope

- 2.1. This Policy applies to all the systems, people and business processes that make up ACOB Ltd information systems.

3. Definition

- 3.1. This policy should be applied whenever Business Information Systems or information is used. Information can take many forms and includes, but is not limited to, the following:
 - Hard copy data printed or written on paper.
 - Data stored electronically including cloud storage.
 - Communications sent by post / courier or using electronic means.
 - Stored tape or video.

4. Policy

- 4.1. ACOB Ltd is committed to:
 - Providing assurance to our clients, partners and individuals subject of action by the Company that the confidentiality, integrity, and availability of their information will be maintained appropriately.
 - Ensuring information security is embedded within Company management processes.
 - Satisfying applicable requirements in relation to information security (e.g. contractual, regulatory, and other requirements).
 - Managing information security risks to all company and customer assets
 - Dealing effectively with data security breaches.

- Ensuring the continual improvement of our information management process.

ENDS

Policy Date: 30 October 2025