

## Communications Policy

The Directors at Verner Wheelock understand the need for internal and external communications relevant to its Information Security Management System. To this end Verner Wheelock has produced this Communications Policy aligned to the requirements of ISO/IEC 27001:2013 to ensure that the Company determine:

- On what topics to communicate
- When communication should be made
- With whom the Company should communicate
- Who, within the Company, is to undertake the communication
- The processes by which the communications shall be made.

The Directors also understand that certain suppliers may have inadequate information security management and will, in such cases, identify and apply controls necessary to ensure security is maintained. It will use confidentiality agreements, non-disclosure agreements and second party audits where appropriate. The Company will also consider any Data Protection regulations and will be aware of all legal and contractual responsibilities in the area.

Responsibility for upholding this policy is truly company-wide under the authority of the Managing Director who encourages the personal commitment of all staff, associates and subcontractors to address information security as part of their skills.

Signed by: A Wheelock

Date: 1<sup>st</sup> February 2021



**Managing Director**

### **RELATED DOCUMENTATION**

Information Security Policy

Supplier Security Policy

Confidentiality and Non-Disclosure Agreement

Privacy and GDPR Policy