



Information Security Policy (ISP)

At Ashley Cleaning Services, we understand that trust is earned not just through the quality of our cleaning, but also through the way we handle information. This Information Security Policy outlines our commitment to protecting the personal, professional, and business information of our clients, employees, and partners. It sets the standards and responsibilities for keeping information safe, ensuring that we operate with integrity, professionalism, and respect for privacy in every part of our business.

Purpose

At Ashley Cleaning Services, protecting the information of our clients, staff, and partners is as important as the cleaning services we deliver. This policy sets out our organisation's overall approach to safeguarding all information in our care.

Scope

This policy applies to all employees, contractors, and third-party service providers who handle Ashley Cleaning Services' information, whether digital or physical.

Policy Statement

Ashley Cleaning Services is committed to:

- Maintaining the confidentiality, integrity, and availability of information.
- Ensuring compliance with relevant laws, regulations, and industry standards.
- Preventing unauthorised access, disclosure, alteration, or destruction of information.
- Embedding a culture of information security awareness throughout our organisation.

Roles and Responsibilities

- **Senior Management:** Approves and oversees this policy, ensuring that adequate resources are in place for its implementation.

- **All Staff:** Follow the guidelines, report security incidents promptly, and participate in regular training.
- **IT and Security Team:** Maintain technical and procedural controls to protect information assets.

Key Measures

1. Secure storage and transmission of data.
2. Access controls based on role and necessity.
3. Regular audits and risk assessments.
4. Staff training and awareness programs.
5. Incident response procedures to address breaches promptly.

Review

This policy will be reviewed annually, or sooner if there are significant changes to our operations, technology, or regulatory requirements. Senior management will formally approve any updates.

Approval

This policy is approved by Ashley Cleaning Services Ltd senior management and is effective immediately.

Our Commitment

Ashley Cleaning Services Ltd is committed to continual improvement and responsible growth. This EMS Employee Communication procedure provides the foundation for sustainable, compliant, and environmentally responsible operations.