C JONES & SONS
CONSTRUCTION

Address
Unit 1, Jacks Park, Cinque Ports Rd,
New Romney, Kent TN28 8AN

CSP-01 Version 1 01/04/2025

Cyber Security Policy for C. Jones and Sons

Policy Version: 1.2

Effective Date: 01/04/2025

Reviewed:

Next Review Due: 01/04/2026

Approved by: Colin Jones (Director), Zach Jones (Director)

1. Introduction

C. Jones and Sons is committed to maintaining the confidentiality, integrity, and availability of its information systems and data. This policy outlines our approach to cyber security, ensuring compliance with UK legislation, HSE guidance, and industry best practices.

2. Legal and Regulatory Compliance

We adhere to the following UK laws and regulations:

- Health and Safety at Work Act 1974
- Control of Major Accident Hazards (COMAH) Regulations
- Data Protection Act 2018 and UK GDPR
- Network and Information Systems (NIS) Regulations 2018
- Computer Misuse Act 1990

3. Cyber Security Objectives

Our cyber security objectives are to:

- Protect information systems from unauthorized access, disclosure, alteration, and destruction.

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- Ensure the availability and reliability of critical systems and data.
- Comply with all applicable legal, regulatory, and contractual requirements.
- Promote a culture of cyber security awareness among all employees.

4. Governance and Oversight

- Company Directors: Colin Jones and Zac Jones oversee all cyber security matters, ensuring compliance with legal and regulatory requirements.
- Cyber Security Committee: Includes directors and IT personnel, responsible for overseeing cyber security initiatives and risk management.
- Chief Information Security Officer (CISO): Leads the implementation of this policy and manages day-to-day cyber security operations.

5. Risk Management

Risk Assessment: Directors approve regular assessments to identify and evaluate cyber security risks.

- Risk Treatment: Controls are implemented to mitigate identified risks to an acceptable level, with oversight from the directors.
- Incident Response: Established procedures for responding to cyber security incidents, including reporting and recovery, are reviewed and approved by the directors.

6. Information Security Controls

- Access Control: Role-based access to sensitive information.
- Data Encryption: Encryption for data in transit and at rest.
- Network Security: Firewalls, intrusion detection/prevention systems, and secure configurations.

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- Software Security: Regular updates and patch management.
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7. Employee Awareness and Training

- Training Programs: Mandatory cyber security training for all staff.
- Phishing Simulations: Regular simulations to improve awareness.
- Policy Acknowledgment: Employees must acknowledge understanding and compliance.

8. Compliance with HSE Guidance

We align with HSE Operational Guidance OG86 on Cyber Security for Industrial Automation and Control Systems (IACS), integrating security measures into safety management systems.

9. Monitoring and Audit

- Continuous Monitoring: Ongoing surveillance of information systems.
- Audits: Regular internal and external audits to assess compliance and improvement areas.

10. Incident Reporting and Response

- Reporting Mechanism: Immediate reporting of suspected or actual incidents to IT.
- Incident Management: Structured approach including containment, eradication, recovery, and post-incident analysis.

11. Policy Review and Updates

- Reviewed annually or after significant operational or regulatory changes.
- Updates communicated to all staff; training provided as necessary.

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Signed: Z. Jones

Zach Jones – Director

C. Jones and Sons Limited