

Bell and Bain Intellectual Property, Information Security & Physical Asset Protection Statement

1. Purpose

Bell & Bain Ltd recognises the importance of protecting intellectual property, customer information, business data, physical assets and confidential materials.

The purpose of this Statement is to outline Bell & Bain's commitment to information security, data protection, cybersecurity and physical asset protection, while supporting compliance with applicable legal, contractual and customer requirements.

This Statement forms part of Bell & Bain's wider commitment to responsible business practices, information governance and continual improvement.

2. Scope

This Statement applies to:

- Customer information
- Intellectual property
- Digital files and electronic systems
- Physical records and printed materials
- Employees, contractors and visitors
- Business facilities and infrastructure

3. Information Security and Data Protection

Bell & Bain is committed to protecting information assets and maintaining strong information security controls throughout the organisation.

The company maintains compliance with applicable data protection legislation and is registered with the Information Commissioner's Office (ICO).

Oversight of data protection and information governance activities is provided by the company's designated Data Protection Officer.

Bell & Bain seeks to ensure that customer, employee and company information is:

- Processed lawfully and securely
- Protected from unauthorised access
- Retained appropriately
- Managed in accordance with contractual and legal requirements

4. Cybersecurity

Bell & Bain recognises that cybersecurity is critical to protecting information, maintaining customer trust and supporting operational resilience.

The company maintains a range of technical and organisational controls including:

- Secure firewalls
- Malware protection
- Ransomware protection
- Disk encryption
- Password-protected systems
- Controlled administrative privileges
- Secure network management
- System monitoring and maintenance

Bell & Bain is committed to maintaining compliance with **Cyber Essentials** requirements and continually strengthening its cybersecurity controls and resilience.

Cybersecurity risks are reviewed through the company's Risk & Opportunity Management and Information Security processes.

5. Cybersecurity Awareness and Training

Bell & Bain recognises that effective cybersecurity depends upon employee awareness and responsible behaviours.

Employees receive appropriate instruction, awareness guidance and training relating to:

- Password security

- Information handling
- Cybersecurity threats
- Social engineering and phishing risks
- Data protection requirements
- Acceptable use of company systems

Cybersecurity awareness forms part of Bell & Bain's ongoing training and development activities and supports continual improvement of information security performance.

This commitment reflects Bell & Bain's belief that strong security relies upon both effective technology and informed employees.

6. Intellectual Property Protection

Bell & Bain maintains controls to protect customer and company intellectual property.

These controls include:

- Secure digital storage arrangements
- Daily backup processes
- Multiple storage locations
- Secure archiving arrangements
- Controlled user access
- Secure deletion of obsolete information
- Restricted use of removable media in designated areas

Digital production workflows are maintained using industry-standard systems and supported through software maintenance and security updates.

Only authorised personnel are permitted access to relevant systems, data and production workflows.

7. Information Technology Infrastructure

Bell & Bain maintains dedicated internal and external support arrangements to manage and continually improve information security and business systems.

The company operates:

- Internal IT resources
- Qualified software developers and IT specialists
- External IT support providers
- Infrastructure monitoring and maintenance arrangements

These resources support the reliability, availability and security of Bell & Bain's information systems and digital operations.

8. Physical Security Controls

Bell & Bain maintains physical security measures designed to protect employees, visitors, customer property, printed materials and company assets.

Controls include:

- Managed site access arrangements
- Visitor controls
- Restricted access permissions
- Security passes
- CCTV monitoring systems
- Controlled operational areas
- Secure storage of sensitive materials

Access permissions are granted based upon operational requirements and business need.

9. Protection of Customer Materials

Bell & Bain recognises its responsibility to protect customer property throughout the production process.

Controls include:

- Job tracking systems
- Accountable material control processes
- Secure storage arrangements
- Secure destruction procedures
- Controlled waste disposal arrangements

- Use of approved and accredited waste contractors where appropriate

Employees are prohibited from removing or reproducing customer materials without authorisation. Photography and unauthorised disclosure of customer information or production activities are prohibited. These requirements are communicated during induction and supported through company policies and employment contracts.

10. Monitoring and Continual Improvement

Bell & Bain is committed to continually improving information security and asset protection arrangements.

Performance may be reviewed through:

- Cybersecurity assessments
- Cyber Essentials compliance activities
- Internal audits
- Risk reviews
- Incident investigations
- Management Reviews
- Employee training and awareness programmes

Improvement opportunities shall be incorporated into Bell & Bain's continual improvement framework.

11. Related Documents

- Data Protection & Privacy Policy
- Cybersecurity & Passwords Policy
- Risk & Opportunity Management Procedure
- Business Continuity & Disaster Recovery Statement
- Incident Reporting & Investigation Procedure
- Document Control Procedure
- Corporate Responsibility & Sustainability Statement

12. Review and Accountability

This Statement shall be reviewed annually and updated where necessary to reflect changes in technology, legislation, business risks and recognised best practice.

Responsibility for oversight of this Statement rests with the Directors of Bell & Bain Ltd.

Approved: Stephen Docherty

Chairman

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