



Cyber Security & Data Policy

Scott Campbell, Managing Director, Independent Marine Limited.

Keep IT Safe

Protect all computers, phones, and cloud accounts with strong passwords, up-to-date anti-virus, and encryption. Keep USB sticks used offshore clean and dedicated only for that purpose.

For Your Eyes Only

Only the people who need the data can see it. Only give access to staff who are working on that job. When the job finishes, remove their access. You only get to look at data if your job needs it.

Client and Customer Data

We keep files, drawings, emails, and personal details only while we are actively working for the client or customer. As soon as the contract or legal need ends, we move everything to secure offline storage. Normally archiving within 1 year after the end of the working relationship.

We ask permission before including any client data in our AI models or database.

If Something Goes Wrong

Report any suspected scams, hacks, loss of laptops, phones, or data leaks should to a director within 1 hour, or as soon as practicable. We will tell clients, customers (and the UK ICO or other applicable authorities, if needed) within 72 hours (3 days) if their data is at risk.

Working Away

Never connect to public Wi-Fi without using the company VPN. Use a secure file share link for data transfers.

Training

Every employee and contractor gets simple cyber-security training once a year.

Follow the Law

Our policy follows UK GDPR, the Data Protection Act 2018, Scottish law and all applicable privacy and cyber-security laws.

Signed on behalf of the company

A handwritten signature in blue ink, appearing to be "SC", written over a light blue horizontal line.

Scott Campbell, Managing Director, Independent Marine Ltd.

Date: 27 November 2025. **Company number:** SC725270.

Registered office: No.1 Michaelson Square, Livingston, EH54 7DP, West Lothian, Scotland, UK.

