Clews Recycling
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Tel no: 01788 541549
Email: Accounts@clewsrecycling.co.uk

**Cyber security protection policy**
**April 2024**

1. The company computers, servers, email, mobile phone, internet links and all other IT equipment must not be used for any personal use.
2. No credit card or banking details are to be saved on company IT equipment with the exception of Sage.
3. Malware bytes, Vipre and Microsoft protection software must be enabled on all company PC's & servers.
4. New programmes, Apps, web pages etc are not to be installed unless agreed in writing by Richard Clews
5. Any new programmes, Apps, web pages that are to be installed, can only be done so through PS4B
6. Extreme caution to be exercised on opening emails from unknown or unexpected sources
7. No email attachments to be opened unless 100% sure you know the source is genuine and you are expecting the email to have an attachment
8. Be aware of phishing attempts to obtain bank and other details
9. Be aware of scammers using highjacked email addresses
10. Do not respond to any suspicious email
11. Treat all emails asking for money, back or credit card details as fraudulent
12. Before making any payment that is not already expected, ask another manager to review the request.
13. Treat any requests to provide information or banking details urgently as very suspicious.
14. Do not forward joke emails, texts, Whatsapp on the company equipment
15. Never forward any email or document that you are no 100% sure is safe

Richard Clews

April 2024