

Information Security Policy Statement

The purpose of this policy is to protect information assets belonging to Sustainable Tech 4 Good Group Limited (ST4G) & Veritas Digital Services Limited (VDS) and any information entrusted by clients or others from all threats, whether internal or external, deliberate or accidental. The policy provides the information required to ensure all areas of the business comply with the policy and is designed to formalise and regulate existing good practice, informed by NCSC guidance. This policy provides a framework for the management of information security throughout ST4G/VDS.

This policy is applicable to:

- All those with access to information systems, including but not limited to staff, visitors and contractors;
- Any system attached to ST4G/VDS computer or telephone networks;
- Any systems supplied to ST4G/VDS;
- All information (data) processed by ST4G/VDS pursuant to its operational activities, regardless of whether it is processed electronically or in paper (hard copy) form;
- Any communications sent to or from ST4G/VDS;
- Any information (data) held on systems external to ST4G/VDS's network;
- All external parties that provide services to or for ST4G/VDS, in respect of information processing facilities and business activities;
- Principal information assets including the physical locations from which ST4G/VDS operates.

Top Management of ST4G/VDS recognise the important role information security plays in data protection and privacy, and are committed to preserving the confidentiality, integrity and availability of all the physical and electronic information assets throughout our organisations in order to preserve our competitive edge, profitability, legal, regulatory and contractual compliance and commercial image. Information security requirements will continue to be aligned with our organisational goals, and our information security policies/procedures are intended to be an enabling mechanism for operations and reducing information-related risks to acceptable levels. Business continuity and contingency plans, data backup procedures, avoidance of malware and external threats and information security incident reporting are fundamental to this policy.

To meet these aims, we are committed to security controls that conform to best practices. We carry out information security risk assessments at regular intervals, and additional risk assessments may, where necessary, be carried out to determine appropriate controls for specific risks. Awareness and education are provided to relevant parties via training. We keep up to date records of and circulate any new and relevant legal, regulatory and contractual information. Any breaches of information are recorded and reported to the relevant people and authorities. This policy, and other supporting policies, shall be communicated as necessary throughout ST4G/VDS to meet our objectives and requirements.

Sue Gowling (Founder) has ultimate responsibility for information security within ST4G/VDS. Managers are responsible for information security in their own business areas, and each employee has a duty to protect information in the same way. Information provided to contracted third-party suppliers and other external parties will be restricted to the minimum required to fulfil their function.

All employees of ST4G/VDS whether permanent, temporary or under contract are expected to comply with this policy and the other security policies which implement this policy.

Relevant legislation in connection with this policy includes but is not limited to The Data Protection Act (2018)/UK GDPR, The Data (Use and Access) Act (2025), The Computer Misuse Act (1990), The Investigatory Powers Act (2016), The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations (2000) and the Freedom of Information Act (2000).

This policy will be reviewed upon significant change, to respond to any changes in risk assessments and at least annually.

Approved By: Sue Gowling – Founder of Sustainable Tech 4 Good Group Limited & Veritas Digital Services Limited

Date: 17th July 2026

Last Reviewed: 17th July 2026