

Swallow Hill Homes Cyber security written statement

1. Purpose & Scope

At [Company Name], we handle sensitive client information, financial records, architectural plans, and employee data. This policy outlines our commitment to protecting our digital and physical assets from cyber threats, following [National Cyber Security Centre \(NCSC\)](#) guidelines. It applies to all permanent employees, temporary staff, and subcontractors who use our IT systems, company-issued devices, or access company data on their personal devices.

2. Core Security Rules (Site & Office)

The dynamic nature of construction means data is accessed from offices, vans, and active building sites. Everyone must adhere to the following rules:

- **Passwords & Access:** Use strong, unique passwords for all business accounts and never share your login details.
- **Device Security:** Laptops, tablets, and phones must be screen-locked when unattended and password-protected. Never leave devices exposed on site, and avoid accessing company data on public, unsecured Wi-Fi.
- **Phishing & Invoice Fraud:** Treat unexpected emails or texts requesting urgent payment changes, password resets, or invoice downloads with extreme caution. Always verify suspicious requests by calling the sender directly using a known number.
- **Updates:** Ensure all devices have the latest software updates and approved antivirus protection installed.

3. Data Handling & Incident Reporting

Access to project files is granted on a strict "need-to-know" basis and is revoked when a subcontractor completes their work. We expect all third-party tradespeople to respect our security practices when handling [Company Name] information.

- **Immediate Action:** If you suspect a breach—such as clicking a malicious link, losing a device, or spotting an unusual login alert—you must report it immediately to [Insert IT Contact / Site Manager Name]. Speed is critical; do not hide mistakes.

4. Enforcement

Protecting our reputation, finances, and our clients' data is a shared responsibility. Failure to follow these security protocols may result in disciplinary action or removal from the site.

Rob Bailey, Director, 05-09-2026