The Cinema Studio
Palace Building
Main Street
Grange-over-Sands
Cumbria LA11 6AB
United Kingdom

Tel: +44 (0)1229 824034
Web site: www.wilcock.co.uk

Services to the Onshore Natural Gas Industry

Information Security Management Policy

Information is a key asset to our clients and its correct handling is vital to the delivery of our services and the integrity of Wilcocks. Wilcocks complies with legal and regulatory obligations and client requirements in respect of information security and is committed to ensuring the protection of information and information systems from unauthorised access, use, disclosure, disruption, modification, or destruction in order to provide confidentiality, integrity and availability.

Information security will be managed at all times in a way that reduces risk to our business, our customers and all interested parties to a manageable and acceptable level. Training and risk management will ensure that this is undertaken in a controlled manner. We will strive to minimise the risks of an information security incident.

We believe in demonstrating our commitment to continual improvement with regards to information security and will:

- Include information security considerations in existing management systems and initiatives with the aim of improving our performance, whilst committing to compliance with relevant legislation, regulatory, contractual security obligations and other requirements to which the company subscribes
- Work in partnership with our suppliers and contractors to influence and/or improve their performance, and the integrity of their information security
- Provide and maintain safe and reliable facilities, equipment and security
- Implement systems to review and monitor performance, liaising with outside bodies where relevant
- Identify and seek to prevent information security incidents which may arise from our processes, operations and work activities
- Make adequate provision for dealing with all emergency situations in our business
- Ensure available access to information security training for our staff, encouraging them to apply good practice at all times
- Discuss information security issues regularly at the highest levels of the company and consult with our staff on all related matters

The company is registered with the Information Commissioner's Office (ICO) and complies with the Data Protection Act 2018, GDPR and REC guidelines in relation to the control of personal data. These requirements are also built into the company quality management system which is audited externally as part of the company accreditation.

This policy, and compliance with this policy, will be reviewed at least every twelve months as part of the annual management review in accordance with the quality management system, or more frequently on an

ad hoc basis, where required by the Managing Director. The policy is issued to all head office employees and is drawn to their attention during their company induction.

This policy is displayed on the company website and is reviewed annually as part of the overall company Management Review.

Graham Wilcock, Managing Director
21st May 2026

Rev. 6 Reviewed following Management Review Meeting 14/05/2026