

## Confidential Information & Data Security Policy

Our business processes require us to collect data about employees, suppliers, contractors, customers and others that is confidential in nature.

We value the confidentiality of all data and have developed systems and procedures to ensure that it is protected from access by unauthorised access both within and outside of the Company.

### Our commitments

W&S limits the confidential and/or sensitive information that is collected and saved to that which is required for the operation of the business.

Employees personal information is limited to that which is required for the purpose of managing employment requirements.

All data collected that is confidential, private or sensitive is protected from access by unauthorised people in the following manner:

- Hard copies of data are restricted to employees that require the data for the purposes of their work. Offices are kept locked outside of working hours.
- All devices with access to data require user name and password.  
Soft copies of data are restricted to employees that require the data for the purposes of their work through a multi-tiered folder security system.
- Soft copies of data are protected from system breaches through firewalls that require VPN connection to access. Access through the VPN requires three factor authentications.
- Our IT system is protected from virus, trojan horse and malicious script attack to ensure that data is not stolen.