

POLICY DOCUMENT

Security Policy

Version: 2.0 | Effective: 1 March 2026 | Next Review: 1 March 2027 | Owner: Public Sector Analytics Limited

Aligned to: UK GDPR Article 32 and NCSC Cyber Essentials principles. All measures are proportionate to risk.

Infrastructure Security

- All data stored and processed within UK-based infrastructure
- Data encrypted at rest (AES-256) and in transit (TLS 1.2+)
- Regular automated vulnerability scanning and patching
- Network segmentation, firewall controls and intrusion detection monitoring

Access Controls

- Role-based access controls limiting data access to those with a business need
- Multi-factor authentication required for all staff on production systems
- Regular access reviews and prompt revocation when staff leave

People and Process

- All staff complete annual data protection and security awareness training
- Documented incident response: containment within 4 hours, ICO notification where required

Responsible disclosure: security@askkira.com — acknowledged within 24 hours, resolved within 30 days.