Wheelers ePlatform Limited (ePlatform)

Information Security Policy

Updated March 2023

1.   Introduction

Wheelers ePlatform Limited is committed to protecting the confidentiality, integrity, and availability of its information assets, as well as the privacy of its customers, partners, and employees. This Information Security Policy outlines our approach to managing information security risks and ensuring compliance with applicable laws, regulations, and industry best practices.

2.   Purpose

The purpose of this policy is to provide a framework for the management of information security risks, to establish a culture of security awareness and responsibility, and to define the roles and responsibilities for information security within the organisation.

3.   Scope

This policy applies to all employees, contractors, vendors, and other parties who have access to or interact with Wheelers ePlatform Limited's information assets. This includes, but is not limited to, computer systems, networks, software, hardware, electronic communications, and physical documents.

4.   Policy Principles

4.1. Risk Management: Wheelers ePlatform Limited will establish a comprehensive risk management process to identify, assess, and mitigate information security risks.

4.2. Asset Management: We will maintain an inventory of all critical information assets and implement appropriate safeguards to protect them from unauthorised access, disclosure, alteration, or destruction.

4.3. Access Control: Access to information assets will be granted based on the principle of least privilege and the need to know, ensuring that only authorised individuals have access to sensitive information.

4.4. Security Awareness and Training: We will provide regular security awareness training and education to all employees and contractors to ensure they understand their roles and responsibilities related to information security.

4.5. Incident Management: Wheelers ePlatform Limited will establish an incident response process to detect, report, and respond to information security incidents in a timely and effective manner.

4.6. Business Continuity: We will develop and maintain a business continuity and disaster recovery plan to ensure the availability of critical information assets and services in the event of a disruption.

4.7. Compliance: Wheelers ePlatform Limited will comply with all applicable laws, regulations, and industry standards related to information security, as well as contractual obligations with customers, partners, and vendors.

5.   Roles and Responsibilities

5.1. Management: The management of Wheelers ePlatform Limited is responsible for providing strategic direction, resources, and support for information security initiatives and ensuring compliance with this policy.

5.2. Chief Technology Officer is responsible for overseeing the implementation and maintenance of the information security program, ensuring compliance with applicable laws and regulations, and providing guidance and support to other employees and contractors.

5.3. Employees and Contractors: All employees and contractors are responsible for adhering to this policy, protecting the organisation's information assets, and reporting any suspected security incidents or vulnerabilities.

6. Policy Enforcement

Wheelers ePlatform Limited will monitor compliance with this policy and take appropriate action in the event of a breach, including disciplinary action, up to and including termination of employment or contract, and legal action where necessary.

7. Policy Review and Updates

This Information Security Policy will be reviewed and updated regularly, at least annually, or more frequently if needed, to ensure that it remains effective and up-to-date with changes in technology, business processes, or applicable laws and regulations.

8. Contact Information

For any questions, concerns, or requests related to this Information Security Policy, please contact support@eplatform.co