

Physical and Environmental Security Guide

Overview

Stannp is committed to maintaining the highest standards of physical and environmental security to protect your data and our facilities. This policy is reviewed annually to ensure we meet current security best practices.

Our Security Commitment

We implement comprehensive security measures to safeguard both physical and electronic assets, including sensitive paper records and documentation, IT equipment and infrastructure, network systems and data centres, and safe working environments for our team.

How We Protect Your Data

Facility Security

Our facilities are protected by multi-layered security systems including 24/7 alarm monitoring and CCTV surveillance, access control systems with restricted entry, perimeter security with controlled access points, and regular security audits and maintenance.

Access Control

All visitors are registered, issued identification badges, and accompanied by staff throughout their visit. Access is restricted to authorised personnel only, and keys, badges, and access codes are regularly audited and updated. Out-of-hours access is limited to approved key holders who have received specific security training.

Data Protection

We operate a clean desk policy to ensure sensitive information is secured when not in use. Confidential documents are stored in locked cabinets within secure areas, and network equipment is housed in protected cabinets with restricted access. All data is stored on secure platforms rather than on local devices, ensuring maximum protection and recoverability.

Equipment Security

All IT equipment is logged and tracked throughout its lifecycle. Off-site equipment must be encrypted and password protected to prevent unauthorised access. Equipment is positioned to prevent unauthorised viewing of sensitive data, and regular maintenance ensures all security systems remain operational.

Staff Responsibility

Our team is trained to challenge unknown individuals on our premises and to secure all doors, windows, and sensitive materials at end of day. They follow strict procedures for activating security

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systems and report any security concerns immediately to ensure continuous protection of your information.

Environmental Protection

We protect equipment and data from environmental risks including fire, water damage, power surges, and temperature fluctuations through appropriate facility design and monitoring systems.

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