

Information Security Policy

1. Purpose

This policy outlines the core principles and controls Bots For That uses to protect customer data and ensure system integrity.

2. Information Security Objectives

Our objectives include ensuring confidentiality, integrity, and availability of data; protecting systems from threats; and meeting legal and contractual obligations.

3. Access Control

Access is granted on a need-to-know basis with strict role-based permissions. All access is logged and periodically reviewed.

4. Data Protection

All customer data is encrypted in transit and at rest. Backups are taken daily and stored securely with tested recovery protocols.

5. Incident Management

We maintain an incident response plan, including triage, containment, recovery, and post-incident review. Customers are notified in line with our DPA.

6. Employee Responsibilities

All employees receive security training and are required to adhere to this policy. Breaches may result in disciplinary action.

7. Policy Review

This policy is reviewed annually or following any significant security incident or change in the business.