

IT & DATA SERVICES

# IT & Data Policy Review & Creation

Strong IT and data policies are the foundation of a secure, compliant, and well-governed organisation. Whether you have no policies in place, a library of outdated documents, or simply need an expert eye to validate what you already have — our policy review and creation service gives you clear, practical, enforceable policies that work in the real world.

## WHY POLICIES MATTER

Policies set the rules for how your organisation handles data, manages technology, and responds to incidents. Without them, employees make inconsistent decisions, security gaps go unaddressed, and your organisation lacks the documented framework needed to demonstrate compliance to regulators, clients, and insurers. UK GDPR, ISO 27001, Cyber Essentials, and a growing range of sector-specific frameworks all expect documented, communicated, and actively maintained policies.

## OUR SERVICES

### Policy Review & Gap Analysis

Assessment of your existing policies against current regulatory requirements and best practice — identifying what's missing, outdated, or not working, with prioritised recommendations.

- Line-by-line policy review
- Mapped against relevant frameworks
- Risk-rated gap analysis & roadmap

### Policy Creation

Clear, practical policies written specifically for your organisation — your size, sector, and risk profile. Plain language, audit-ready format, with version control and review schedule included.

- Written for your organisation specifically
- Aligned to chosen frameworks
- Includes version control & review schedule

### Policy Update & Rewrite

Existing policies revised and brought up to date — modernised language, aligned to current legislation, restructured for clarity and consistency across your policy library.

- Updated to current legislation
- Removes generic template language
- Consistent style across your library

### Full Policy Library Build

For organisations starting from scratch or undertaking a full governance overhaul — a complete, coherent policy suite covering all key IT and data governance areas, ready for deployment.

- End-to-end policy suite
- Suitable for ISO 27001 & Cyber Essentials
- Delivered with implementation guidance

## POLICIES WE COMMONLY WORK WITH

● Information Security Policy

● Data Protection & Privacy Policy

● Access Control & Password Policy

● Business Continuity & DR Policy

● Cloud Security & Usage Policy

● Mobile Device Management Policy

● Acceptable Use Policy (AUP)

● Incident Response Policy

● Remote Working & BYOD Policy

● Data Retention & Disposal Policy

● Third Party & Supplier Management

● Monitoring & Audit Logging Policy

## FRAMEWORKS WE ALIGN TO

UK GDPR & DPA 2018

ISO/IEC 27001:2022

Cyber Essentials & CE+

NIST CSF

NIS Regulations

NCSC Guidance

PCI DSS

HIPAA

SOC 2

## OUR APPROACH

### 01 — Understand

We begin with your organisation, sector, existing controls, and compliance obligations before touching a single document.

### 02 — Assess

We review what you have and map it against the frameworks relevant to your business, identifying gaps clearly.

### 03 — Create

We write or rewrite policies in plain, enforceable language that reflects how your organisation actually operates.

### 04 — Deliver

Final documents with version history, review schedules, and guidance on communication and adoption.

Whether you need a single policy written, an existing library reviewed, or a full governance framework built from scratch, we can help.

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