
IT Policy Statement

Founded in 1964, Kirby Group Engineering is an International multi-disciplinary Building Services Contracting Company whom specialises in Design and Management of Electrical, Mechanical, Civil, Structural installations, including Process, Instrumentation, Communications, Calibrations, Fire Protection, Transmission and Distribution Services.

The Managing Director has ultimate responsibility for formulating and implementing the IT Policy. The Group IT Manager is responsible for monitoring the operation of this policy. This IT Policy Statement shall be reviewed annually at a Management Review meeting to ensure it remains in accordance with our current company strategy. Kirby Group Engineering is committed to this by;

- Establishing, documenting and maintaining IT procedures to assist in compliance with this policy, relevant statutory legislation, ISO 27001:2013 and/or other requirements relevant to our operations.
- Supplying the highest possible IT service, on time and at a satisfactory cost,
- Through the use of qualified trained personnel, working to best practice procedures and maintaining a very high level of system uptime.

In particular Kirby is committed to the correct and proper use of its Information Technology (I.T.) resources in support of its business functions.

The inappropriate use of I.T. resources could expose the company to risks including virus and malicious software attacks, theft and unauthorised disclosure of information or disruption of network systems and services. The purpose of this policy is to provide Kirby staff and other users of its I.T. resources with clear guidance on the appropriate, safe and legal way in which they can make use of the company's I.T. resources.

IT Resources include computing, networking, communications, application, and telecommunications systems, infrastructure, hardware, software, data, databases, personnel, procedures, physical facilities, cloud-based vendors, Software as a Service (SaaS) vendors, and any related materials and services.

This policy is mandatory and by accessing any I.T. resources which are owned or leased by Kirby, users are agreeing to abide by the terms of this policy.

SIGNED: 

Derry McMahon
Group Finance Director

Date: 09th January 2018