

Information Security Policy

Legal operator	Pariter Limited trading/operating the F-Stop Creative brand
Company number	05308864
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Policy owner	Ian Chadwick, Director
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Purpose

This policy sets out practical controls for protecting F-Stop Creative's business information, client files, creative assets, login credentials, devices and digital systems.

Controls

- Use strong, unique passwords and multi-factor authentication where available.
- Restrict access to client folders and systems to those who need it.
- Use approved cloud storage and avoid unmanaged transfer of sensitive files.
- Keep devices, software and browsers updated.
- Do not share client files publicly unless authorised.
- Check links, attachments and payment requests for phishing risk.
- Use secure file transfer for large, sensitive or confidential materials where appropriate.
- Remove access for freelancers, suppliers or staff when their role ends.

Client content and credentials

Client passwords, social media logins, website admin credentials, API keys, advertising accounts and domain/hosting credentials should be handled with particular care. Where possible, clients should grant role-based access rather than sharing master passwords.

Incident response

Suspected security incidents should be reported promptly. The business should contain the issue, preserve evidence, assess risk, notify affected parties where required and improve controls after the incident.