



Security features at CLOC

CLOC never give out the sum of all of our security features, however, we are happy to notify potential customers of the following:

- 4 separate Alarms Systems, each of which is independently powered and linked to the police
- 2 internal CCTV systems, each of which is independently powered and can be viewed online by the Senior Management Committee
- Ram-proof exterior doors and Dispatch shutters
- All areas of site have coded access
- All visitors are signed in and out and accompanied at all times. No visitor is allowed in production areas while work is being produced. All visitors must carry passes at all times and stick to the 'Blue Paths' (painted areas that are far enough away from production).
- All security waste is stored in locked containers and is removed by an accredited secure waste carrier to be incinerated
- 24/7 Security Guard
- Out-of-hours Security Barrier to enter site
- Out-of-hours site Security Patrol
- 2 Exterior CCTV systems, each of which is independently powered and linked to the police
- Industrial estate CCTV is monitored 7 days a week; this is in addition to our own CCTV arrangements.
- Secure MIS to manage security production
- Dedicated staff team – hand-picked and provided with specialist training (this includes delivery staff)

Data storage:

Despite being maintained entirely within our Secure Print Facility while at CLOC, all data associated with security orders is deleted post delivery of goods without exception. Further to this, all electronic data is removed from our IT systems and production machinery at the end of each 24 hour period and this is carried out under ISO accredited procedures. Any paperwork, whether ticket documentation or artwork is either returned to the customer (if required) or incinerated as per the sites security features. The only evidence of the order ever having existed is the content held on the firms MIS to satisfy our compliance to the taxman and any agreed monthly reporting to the customer, although, this doesn't include file copies, artwork or anything other than production information and sales dates.

With regards to the storing of data that is not being used for production, CLOC operate under a strict Non-Disclosure Agreement that incorporates all aspects of our business dealings.

File transfer:

CLOC currently use FTP for all electronic data transfer. To ensure the link is secure, our FTP is setup per customer and is only accessible from registered customer IP addresses. Further to this and where relevant, files are password protected prior to being sent via the secure FTP. In addition to this, CLOC's IT systems include 128bit encryption on ordering platforms, a SonicWALL Firewall with 3DES encryption, digital ID on emails and email traffic, secure passwords that have a minimum of 8 characters with forced changes each fortnight and all laptops and external hardware have full hard drive encryption. The security features of our IT setup, as detailed above, are at a sufficient level for our current customers. If a new customer requires that we are accredited to any particular certification body or indeed utilise a particular security software package that synchronises with their own internal systems, we are more than happy to accommodate this.