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## SECURITY OF INFORMATION

### 1. CONFIDENTIAL DOCUMENTS

- a) Confidential Company or Charterers documents must be safeguarded to prevent unauthorised access. They must not be left lying about and should be kept securely filed.
- b) Confidential documents must never be dumped in the garbage where unscrupulous persons may gain access to them. They should be destroyed, shredded or incinerated as a matter of course.

### 2. COMPUTER FILES

- a) Files that are important or critical to the operation of the ship should be backed-up
- b) Computer viruses are a serious problem and are commonly introduced via e-mail or computer games. If the source of an e-mail is completely unfamiliar then it should not be opened before verifying the source or if this is not possible the e-mail should be deleted. Strict compliance with The Company's IT Policy is required
- c) Anti-virus software programmes are loaded on all Company PC's and regular updates are made by IT department via the internet.

### 3. RETRIEVAL OF IMPORTANT DOCUMENTS IN AN EMERGENCY

- a) Important documents such as Ships Register; Official Logbook; Bridge Logbook; Crew Licences; Articles of Agreement, Bills of Lading and Cargo Manifest etc. should be kept readily accessible for quick retrieval in an event of an emergency and evacuation of the accommodation due to fire or abandon ship situation.
- b) Should an emergency arise that could warrant the evacuation of the accommodation or abandon ship the Master should ensure that the important documents are retrieved and kept close at hand in case the order to evacuate or abandon ship is given.