



VITALITY PERSONEL LTD

Information Security Statement

Vitality Personnel Ltd

Company number	15524261
Version	0.9 (Draft)
Effective date	7 September 2026
Review date	7 September 2027
Document owner	Vitality Personnel Ltd
Approval status	Pending company and qualified UK legal/compliance review

Important review note

This document is an original website publication draft prepared for Vitality Personnel Ltd. It is not legal advice. Before publication or operational adoption, the company should confirm that the text reflects its actual processes, suppliers, systems and contractual arrangements, and obtain review from an appropriately qualified UK legal or compliance professional.

1 Scope and document status

A high-level framework for protecting recruitment, client and website information. This document should be read with applicable contracts, procedures and privacy information.

2 Security objectives

The company intends to protect confidentiality, integrity and availability in proportion to the sensitivity of information and the risk to people and operations.

3 Core controls

Expected controls include role-based access, strong authentication, secure hosting and storage, encryption in transit, careful document handling, patching, logging, backups, supplier due diligence and secure deletion.

4 Candidate documents

CVs and supporting documents must not be placed in public folders or exposed through predictable links. Access should be limited to authorised users and logged or reviewed where practicable.

5 Incident response

Suspected compromise, loss, misdirection or unauthorised access should be reported promptly, contained, investigated and documented. Data-protection notification duties should be assessed without delay.

6 People and suppliers

Security depends on staff awareness and contractual controls as well as technology. Access should be removed when no longer needed, and material providers should be reviewed before sensitive information is entrusted to them.

7 Contact

Vitality Personnel Ltd, 17 Park Parade, London, NW10 4JH, England. Email: Info@vitalitypersonel.co.uk.

8 Review record

The final approved version should record its approver, approval date and any changes. This draft contains no invented certification, accreditation, regulator registration or professional endorsement.