General information security policy

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Confidentiality level: Public Information

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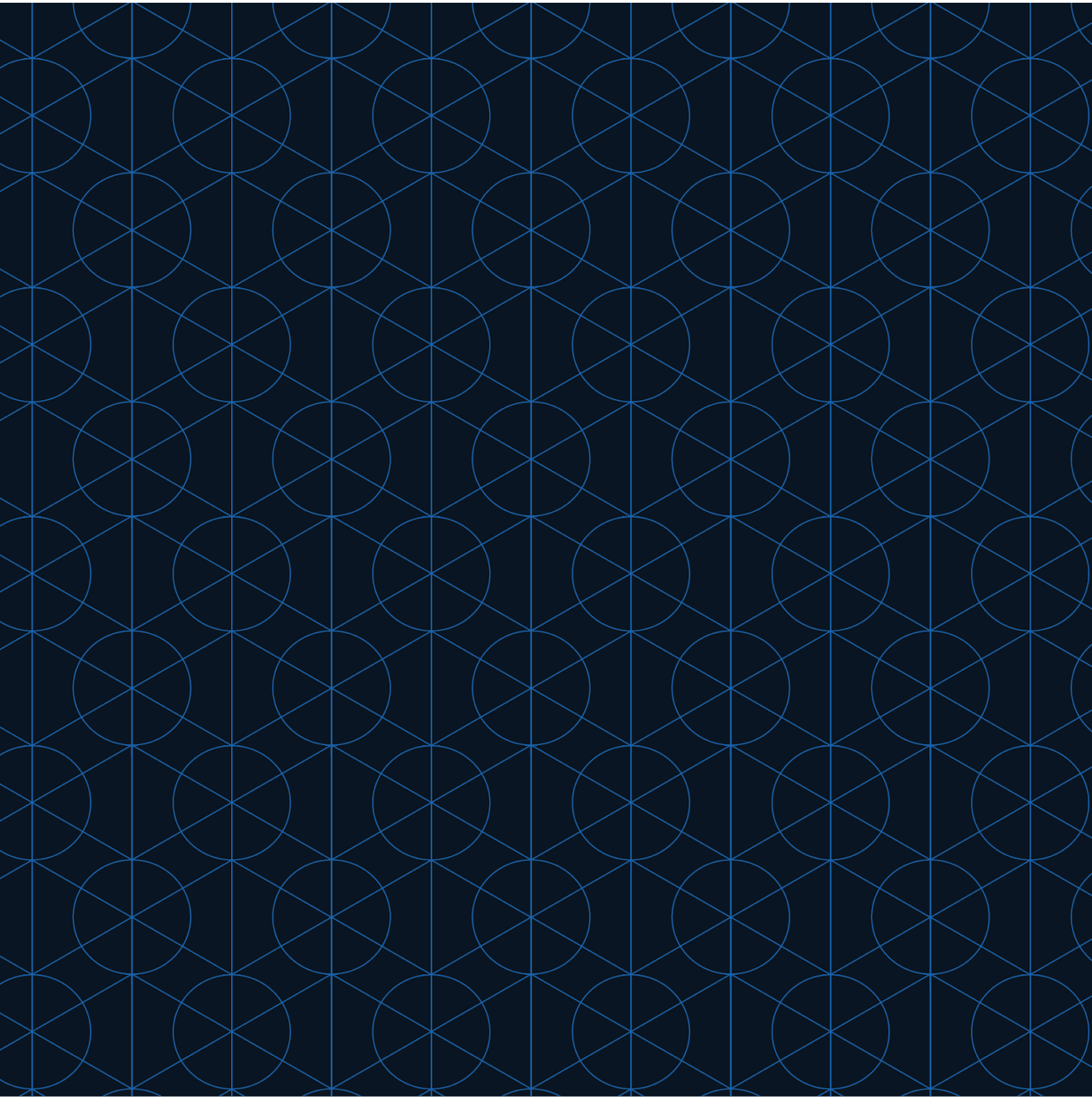

General information security policy

Protecting PTM EDV Systeme GmbH's information and IT resources (including but not limited to all computers, mobile devices, network equipment, software and sensitive data) from all internal, external, intentional or accidental threats and mitigating the risks associated with theft, loss, misuse, damage or corruption of these systems.

Ensure that the information is protected against unauthorized access. Users may only access the resources for which they have special access authorization. The allocation of privileges must be strictly controlled and regularly reviewed.

Protection of the CONFIDENTIALITY of information. When we talk about the confidentiality of information, we are referring to the protection of information against disclosure to unauthorized persons / third parties.

Ensuring the INTEGRITY of information. The integrity of information refers to the protection of information against changes by unauthorized persons.

Maintaining the AVAILABILITY of information for business processes. Availability of information refers to ensuring that authorized parties can access the information when needed.

Complying with and, wherever possible, exceeding national legal and regulatory requirements, standards and best practices.

Developing, **maintaining** and **reviewing** business continuity plans to ensure we stay on course despite any obstacles we may encounter. It's about "keeping calm and carrying on".

Raise awareness of information security by providing information security training to all employees. Security awareness and targeted training must be consistently implemented and compliance with security requirements must be expected and accepted as part of our culture.

Ensure that no action is taken against employees who disclose an information security issue by reporting or directly contacting the Head of Information Security Management, unless such disclosure clearly indicates an illegal act, gross negligence or repeated willful or deliberate disregard of rules or procedures.

Report all actual or suspected information security breaches to gdpr@ptm-edv.at.

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