

# INFORMATION SECURITY POLICY

## STATEMENT

### Dokument information

This document is translated from German document Informationssicherheitspolitik SOFY signed.pdf (Version 1.2 from January 30<sup>th</sup> 2024) to English. The English document is not part of our governed documents.

Valid is the German actual version. It is therefore not necessary to release the document.

Klosterneuburg, January 30<sup>th</sup> 2024

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### **1. Information security policy of SOFY GmbH**

Information security is the focus of our company!

The development, standardization and implementation of electronic data exchange as well as the operation of related procedures are an essential part of the processes at SOFY GmbH. These and other tasks are supported and fulfilled by information and communication technology. Due to the high confidentiality of the information processed in this context as well as the procedures and services operated, their protection and security are of considerable importance to SOFY GmbH. In this respect, we expressly follow the specifications for an information management system (ISMS) in accordance with DIN EN ISO 27001.

SOFY GmbH pursues the following principles and goals with regard to information security:

- When processing data and information, we comply with the relevant legal, contractual and internal regulations at all times. This applies in particular to personal data and information requiring special protection.
- Information security in the sense of confidentiality, integrity and availability of the information exchanged is of central importance for our customers and thus also for us.
- The protection of all information that we receive, generate, process, disseminate, store and destroy in the course of our business activities.
- Supporting managers to promote the necessary structures and processes for compliance with regulations and procedures in all areas.
- Classification of data and information; depending on what information is made available to whom.
- Creation of a data security concept that sets out the framework for organizational and technical measures for data security.
- Retention of data, information and documents in accordance with legal requirements; in case of doubt, at least 7 years.
- Creation of regulations when data and information are passed on to third parties so that the requirements of the ISMS are complied with in full at all times.
- Further training of our employees with regard to data privacy and information security.
- Creation and maintenance of a role-based authorization concept to ensure that employees only have access to data that they need in the course of their work.
- The obligation for everyone who works for SOFY GmbH to implement and maintain information security and to continuously improve its effectiveness.