

IT Security and Data Integrity Policy

Excellence Logging is committed to identify and mitigate risks associated with the use of its IT systems. By integrating cyber-security awareness deep within its corporate culture, Excellence Logging strives to provide its customers with superior services, along with our pledge that data security is “a top priority in our minds”.

Our Goals are: to ensure our customers and our own data are protected and managed throughout its life cycle, from creation to final delivery or archiving by the customer. The same Goals apply for our own data.

Our requirements are: to demonstrate “buy-in” from the highest levels of corporate management, to document cyber-security framework, to ensure integrity & confidentiality of data at all stages of its lifecycle as per the Data Classification Policy, to ensure access to data is strictly controlled using a “need to know” test, to clearly define roles and responsibilities for those with access to data, to apply the principle of Least Privilege to all corporate IT systems, to ensure Both logical and physical security systems are in-place, to ensure Data backup and retention policies are included in the framework, to ensure Layered security is practiced at all corporate locations, to demonstrate our commitment to unparalleled ethical standards of business through complementary compliance program, including our contractors and suppliers, to ensure Keen awareness of IT’s relationship to local laws, requirements and customs

Excellence Logging Group acknowledges, and accepts, its responsibility to protect our customers' data throughout its life cycle [from creation to final delivery or archiving]. Its management requires the same of its own, internally generated data.

Company Management holds the responsibility to ensure the requirements of this policy are communicated, understood and applied. All employees, contractors, suppliers, consultants, temporary staff and all personnel affiliated with third parties working for Excellence Logging must respect this policy.

Maintaining an excellent reputation for IT Security and Data Integrity requires vigilance at all times. **Everyone** is encouraged to identify risks and opportunities. We are determined to provide the necessary resources to achieve our goals and will support initiatives for continuous improvement of the OMS.

Bruno BURBAN
President & CEO
Excellence Logging



The twelve IT Golden Rules

- Ensure you are extremely vigilant when opening attachments, clicking links or acting on any instructions contained in emails;
- Ensure startup and screen lock passwords are setup and used;
- Ensure computers are protected from theft at all times;
- Ensure systems are properly protected against malware;
- Ensure only approved and licensed software are used;
- Ensure all critical data are frequently backed up;
- File access controlled using principal of least privilege;
- Ensure all client data and Excellence Logging data are identified, categorized, classified and protected accordingly;
- Ensure removable storage are used under extreme vigilance;
- Ensure all passwords and credentials are secured;
- Ensure Excellence Logging Social Media rules are followed;
- Ensure all IT security risks and incidents are reported.