

Information must always be protected, regardless of how it is shared, provided or stored, in order to ensure its confidentiality, integrity and availability.

The core business of our organization involves processing information from our clients, thus being our most valuable asset along with the people who are part of the company.

Information security refers to the protection of information against a wide range of threats.

This policy concerns all members of the organization.

Information Security Objectives:

- Understand and address operational and strategic risks in information security so that they remain at acceptable levels for the organization.
- Protect the confidentiality of information related to clients and our organization.
- Maintain the integrity of the organization records.
- Verify that publicly accessible websites and internal networks meet the required availability specifications.
- Understand and cover the needs of all stakeholders.

Organization's Management is responsible of ensuring:

1. That the information is protected against any unauthorized access.
2. Confidentiality of information, especially information related to the personal details of our team members and clients.
3. That the information integrity in relation to the classification of information is maintained.
4. That the availability of information complies with the relevant deadlines to perform critical business processes.
5. That the requirements of current legislation and regulations are met.
6. That the plans for business continuity are maintained, tested and updated at least every year.
7. That the safety training is completed by all members of our team and updated on a regular basis as required.
8. That all events related to information security, whether real or potential, will be reported to the Security Manager and looked into.

Compliance with this policy, as well as with the information security policy and any procedure or documentation included in the ISMS documentation repository, **is mandatory and applies to all company staff.**

Visitors and external staff who access our facilities are bound to comply with the obligations indicated in the ISMS documentation, and internal staff will observe compliance therewith.

Should there be any questions or queries, or for more information on the use of this policy and how to apply the content herein, please call or e-mail the ISMS Manager, formally designated in the Idea Translations' organization chart.