

POLICY FOR SECURITY OF INFORMATION AND INFORMATION TECHNOLOGIES (IT) OF SIA BM TRADA LATVIJA AND ITS AFFILIATES

Purpose of the Policy for Security of Information and IT

SIA BM Trada Latvija (the Company) has developed the Policy for Security of Information and IT (the Policy) aimed at defining the position of and support by the management of the Company to ensuring of information and IT security as appropriate to the needs and interests of the Company and in accordance with the applicable legal regulations, as well as at ensuring the protection of information and technological resources given at disposal of the Company from various threats so that the probability of experiencing such threats (risks related to information and IT security) is limited to acceptable level.

1. The Company shall ensure that the existing IT environment enables the protection of information and technical resources at their disposal from external and external security risks and timely foreseeing and preventing of any threat to security and the consequences thereof.
2. Management of the Company shall be responsible for implementation of the Policy in general including the responsibility for establishing the information and it security institution and for definition of their responsibilities; selection of outsourced IT service providers; establishing control and allocating adequate resources required for efficient functioning of information and IT security system.
3. Pursuant to this Policy, the Company shall establish and continuously improve a set of measures the implementation of which enables achievement of the goals of security policy.
4. The Company shall ensure ongoing coordination and monitoring of the implementation of security policy.
5. The Company shall ensure that any information at their disposal is managed in a safe and uniform manner.
6. The Policy shall be binding upon all employees of the Company and also upon outsourced service providers.
7. The Company shall encourage the understanding by each employee of their responsibilities in the field of risk and continuous operation management and ensuring the protection of information and technological resources through regular educating of the Company's employees.
8. Costs of risk minimization and provision of continuous operation shall be proportionate to the potential loss from the occurring of such risks or discontinuation of the Company's activities.
9. In the event of non-compliance with the requirements of this Policy by employees of the Company the management of the Company may initiate disciplinary proceedings in accordance with the applicable regulatory acts.

Objectives of the Policy for Security of Information and IT

The key objectives of the Policy shall include:

1. Providing availability of information, i.e. storage and maintenance of information to ensure its availability at the required time and place;
2. Ensuring integrity of information, i.e., entirety, accuracy and reliability of information;

3. Ensuring confidentiality of information, i.e., transfer of information limited to the persons authorized to receive and use the same;
4. Protecting of information resources and technical resources of the system, i.e., computers, software, data media, computer network equipment and other technical equipment that supports operation of the system;
5. Identifying threats to security of the system;
6. Assessing risks to security of the system;
7. Detecting security incidents of the system;
8. Restoring operability of the system after security incidents.

The Company shall review this Policy on at least annual basis and also in case of any modifications of the system capable of affecting its security, or identified new threats to the system, or increase of the number of security incidents in the system, as well in case of material security incidents occurring in the system.

Policy is approved by BM TRADA Latvija Executive Director on 11.05.2018