

Chapter <b>1 Management</b>		Page 1(1)
Section 1.2.4 Information Security Policy		Manual <b>ISO 9001, ISO 14001 &amp; ISO 27001</b>
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## Information Security Policy

The basis for the company's management of information security is:

- Confidentiality – That the information is available only to those persons who are authorized to access it.
- Correctness – That information cannot be changed by unauthorized persons, by mistake or due to disruptions in IT systems. The information must be reliable, accurate and complete.
- Availability – The information must be able to be used as needed to the expected extent, within the desired time and in the right place.

Information, data, and information systems in all their forms are the most valuable assets of the company where all employees have a responsibility to protect these against all forms of threats, both internal and external, both intentional and unintentional.

- Technical principles for securing systems are established, documented, maintained, and applied in all development of information systems.
- Zitac shall reduce risks and damages by preventing and minimizing the impact from unwanted events and incidents, and continuous improvement reflects our daily security work.
- Zitac shall comply with applicable laws, requirements, and good practices.
- All employees are responsible for following applicable guidelines, suggesting improvements and reporting security incidents.
- We shall continuously improve our knowledge and management through recurrent training and education.
- We shall use our information security expertise together with our clients and partners in relevant projects and deliveries.
- The information security work constitutes an ongoing process that should be integrated into business operations.
- We shall contribute added value to our clients through clear and correct information management.

This policy is reevaluated at least annually.



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Jesper Mathiasson, VD