



# GUIDELINE FOR INFORMATION SECURITY

## BOI – YOU CAN TRUST US!

### Importance of information technology at BOI

Our core competence is the development of innovative software products based on information technology (IT). Their protection is of critical corporate importance. In addition, almost all strategic and operational tasks are supported by information technology.

Therefore, our performance depends on the availability and quality of our IT services. But our IT is also exposed to risks that are increasing due to the growing integration of IT with operational business.

To protect confidential information of the entire company and our customers, and to ensure the continuous availability and integrity of all data, we have decided to introduce an IT security process for dealing with our IT. We have developed an IT security concept and this IT Security Guideline.

### IT security process

Our IT security process is based on the standards of the German Federal Office for Information Security (BSI). This process will continuously be adapted to new developments.

Implementation of the IT Security Guideline and the IT security concept will be regularly reviewed and updated.

## IT security: goals

Our main goal is to protect our interests and trust of our customers by securing our capability to work regarding our IT-based systems, programs, data, products and services.

Meeting the following general IT security requirements is an integral part of our corporate philosophy:

- Availability of infrastructure and data must meet maximum requirements.
- Integrity of all IT systems and data must be ensured.
- Confidentiality of data must meet maximum security standards.
- All our employees must comply with legal requirements and other legally binding rules.

The data privacy act and consequently the GDPR demand to ensure the confidentiality and integrity of employee, customer, and other personal data. Therefore, data processing systems need to be protected in an adequate way.

## IT security: management

Overall responsibility for IT security lies with the management of BOI. The management delegates implementation of the IT Security Guideline, development and implementation of the IT security concept and compliance monitoring to the IT Security Officer.

Our IT security goals can only be achieved with the cooperation of all employees, who are regularly informed about our IT Security Guideline, our IT security concept and its implementation. In addition, all employees are trained in responsible IT usage.

