

## **APPENDIX F.3 to IMS Documentation**

# **Information Security Policy**

We, the top management explain that the company's management dedicates in full extent to the responsibility in in term of the information security of the company.

We are committed to actively support our established Staff-Office of Information Security and the security process. Our company will proceed in compliance to the ISO 27001 standard and implement the requirements of this standard. On this behalf, the management will carry out regular internal audits, implement an appropriate steering of the documentation and records, a management review and will apply the PDCA model for continuous improvement.

It is our organization's primary objective to maintain our customers' trust and that of the other, interested parties. We achieve this, by implementation of appropriate actions in our company and consider them to the following objectives:

- ...to comply with the legal requirements (Data Protection Act)
- ...to protect our trade secrets
- ...to maintain the confidentiality of our customers' data
- ...to conduct our projects and services in the scheduled time
- ...to safely meet the agreed customer requirements

These and other objectives and actions are defined and specified with the CIA principle, in terms of confidentiality, integrity and availability.

Targeted processes and instructions have been created and - in scope and impact - they will be taken into account accordingly and within all areas of our service,

Our single and overall targets and objectives are introduced, maintained and documented with these processes and instructions.

Requirements, risks and objectives, the importance of security, a policy and commitments are controlled with our information security policy (ISMS Procedure VA # 1) and communicated to all employees of our organization and will be externally provided upon request and after consultation with the management.

Upon discretion of the management, this general information security policy can be made available to the public and to other interested parties, via our presentation media on the Internet.

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**Stephan Strauss**