

Information security policy

POLICY STATEMENT

The rapid development of the use of information technology and data security is an important factor in improving the quality of services. However, it is accompanied by a significant increase in the threats and risks to stored information.

Teamwill, aware of these challenges and risks, is developing an information security policy in consultation with all stakeholders, in order to establish a framework for information security. Implementing policy will, among other things, strengthen trust and maintain a high level of satisfaction among interested parties, as well as improve Teamwill's competitiveness and brand image on the market.

This policy is one of the key elements supporting Teamwill to achieve its mission and business objectives, maintain its reputation, and comply with applicable legal, regulatory and contractual requirements. It is committed to a continuous improvement initiative based on an Information Security Management System (ISMS).

OUR OBJECTIVES :

The information security policy aims to ensure:

- **Confidentiality of information:** information is not made available or disclosed to unauthorised persons, entities or processes.
- **Integrity of information:** protecting the accuracy and completeness of assets.
- **Availability of information:** the information is usable on demand by an authorised entity.
- **Traceability:** the system's ability to identify and record the operations performed.
- **Compliance with legal and regulatory requirements**

AREA OF APPLICATION

This policy applies to any individual or entity duly authorised to access information assets held by Teamwill, regardless of the location of the asset. It covers the information system used by Teamwill in the course of its work, whether the data collected is held by Teamwill or a third party.

OUR COMMITMENTS

Teamwill's General Management and all other managers are committed to governing, supporting and reviewing this policy and its objectives and to continuously improving its information security management system.

General Management invites all staff to apply all the guidelines defined in this policy.

YOUR SAFETY IS EVERYONE'S BUSINESS.

Managing Director