Information Security Policy

AlphaBeta Printing company (hereafter “the company”) has implemented controls to protect the confidentiality, integrity, and availability of information that is owned by or entrusted to it. The intent of this document is to provide assurances to customers, potential customers, and any other interested parties that information in our company’s custody is properly protected - and that the protections in place are consistent with appropriate compliance requirements.

The Management of the company is committed to preserving the confidentiality, integrity and availability of all the physical and electronic information assets to maintain legal, regulatory, ISO 27001:2013 and contractual compliance and to safeguard business integrity and commercial reputation.

To achieve this, the company has designed, implemented, operates, maintains and improves an ISMS based on the requirements of ISO 27001:2013. The ISMS is subject to continuous systematic review and improvement. To this improvement the management of the company is highly committed.

The ISMS covers all the services provided to customers externally as well as any internal function of the company that supports the smooth operation of the company and supports the provision of the services.

Specifically, this includes printing services offered to external clients (physical and digital), special printing services offered to external clients (e.g. Variable data printing, check book printing, sensitive information printing) carried out from all locations of the company.

In accordance with the ISMS, the company’s management demonstrate their commitment to information security by:

* Assigning dedicated personnel and allocating budget to security management.
* Implementing appropriate security technology and high-availability, recoverable systems and facilities.
* Continually evaluating and improving procedures related to security.
* Adopting and enforcing needed policies and ensuring that employees are kept aware of the ISMS and their responsibilities towards it via communication and training programmes.
* Striving to maintain compliance with all applicable legal and industry requirements.

The company uses security policies and standards to support business objectives within the information systems and processes. These policies and standards are implemented, communicated, and reviewed on a regular basis and reflect the management team's commitment to information security.

Policies and standards are in place to govern the protection of each company's information assets and any information assets of our customers (and others) that have been entrusted to the company.

The company employs staff whose responsibility is the protection of information. In addition, it is the responsibility of all of employees to be aware of information security issues within their daily work.

Regular risk assessments are performed to help the company identify any potential risks to the information assets and to help prioritize efforts to mitigate those risks.

Periodically, the company also engages external firms to perform more in-depth evaluations of their security controls by conducting penetration testing and other similar exercises.

In addition to external reviews, internal tests are conducted on a regular basis to ensure compliance and verify control effectiveness. Vulnerability scans are conducted, and the results of these scans are used to identify vulnerabilities to be addressed and to prioritize the efforts of those staff that are responsible for keeping the IT systems of the company up to date and protected.

The management has set the following more specific objectives for the ISMS, for the year 2021:

* Achieve and maintain employee and contractor awareness regarding information security
* Preserve the confidentiality of the information entrusted to the company by its clients
* Implement proactive measures regarding information security
* Comply with legislative, regulatory and contractual requirements regarding information security

For these objectives, the company has already created and implemented related plans.

The main contact person for Information Security within the Company is Mr. All Si – Information Security Manager. In case you have a question regarding this policy, the company’s ISMS or anything else relevant, please contact Mr. All at [SiAll@AlphaBetaPrinting.com](mailto:SiAll@AlphaBetaPrinting.com)

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24.12.2020

High Vision

