

## POLITIKA VAROVANJA INFORMACIJ

Pri svojem delu se srečujemo s številnimi informacijami in podatki, od splošnih do specifičnih, od javno dostopnih do zaupnih. Informacije so lahko osebne narave - o naših zaposlenih, ali poslovne - o našem podjetju, o naših poslovnih partnerjih. Pogosto pa so tudi bistven sestavni del naših tehnoloških procesov - podatki, ki se obdelujejo ali shranjujejo na naši infrastrukturi.

Politika varovanja informacij je integralni del naših poslovnih procesov, ne le ker tako zahteva zakonodaja, ampak ker je to v skladu z našo poslovno etiko in ker na ta način gradimo in ohranjamo zaupanje svojih sodelavcev in poslovnih partnerjev.

Arcturjeva Politika varovanja informacij postavlja okvire za organizacijsko in tehnološko upravljanje s podatki in informacijami, s katerimi se pri svojem delu srečujemo oziroma jih uporabljamo. Namen politike varovanja informacij je ugotoviti pomembnost informacij za poslovanje podjetja in jih ustrezno zaščititi v smislu zagotavljanja zaupnosti, celovitosti in razpoložljivosti:

- zaupnost: zagotoviti dostop do informacij samo pooblaščenim osebam;
- celovitost: varovanje točnosti in popolnosti informacij s preprečevanjem nepooblaščenih sprememb;
- razpoložljivost: zagotavljanje pooblaščenim osebam dostop do informacij in z njimi povezanimi sredstvi, ko jih potrebujejo.

Organizacijski vidik politike varovanja informacij določa kdo v podjetju zbira in kdo ima dostop do katerih informacij, kako informacije in podatke uporabljamo, koliko časa jih hranimo, in podobno. Tehnični vidik postavlja okvire za zagotavljanje varne komunikacije in prenosa podatkov, za hranjenje in analogno ali digitalno arhiviranje podatkov, za njihovo varovanje, upravljanje pooblastil za dostop, za sprotno preverjanje varnosti in odpravljanje morebitnih ranljivosti.

Skrb za varovanje informacij in podatkov je del poslovne kulture Arcturja in so z njo seznanjeni vsi Arcturjevci. Politiko varovanja informacij redno preverjamo in dopolnjujemo. Verjetno ni potrebno posebej poudarjati, da redno sledimo tudi tehnološkemu razvoju na tem področju.

V Novi Gorici, 1. januar 2020



Tomi Ilijaš, direktor  
Arctur d.o.o.

## INFORMATION SECURITY POLICY

In our work, we come across a wealth of information and data, from general to specific, from publicly available to confidential. Information can be personal in nature - about our employees, or business related - about our company, our business partners. Often they are an integral part of our technological processes - data that is processed or stored on our infrastructure.

The Information Security Policy is an integral part of our business processes, not only as required by law, but because it is in line with our business ethics, and this way we build and maintain the confidence of both our coworkers and business partners.

Arctur's Information Security Policy sets the framework for organizational and technological management of data and information that we encounter or use in our work processes. The purpose of the Information Security Policy is to determine the importance of specific information for our company and to protect it appropriately in terms of ensuring its confidentiality, integrity and availability:

- Confidentiality: to provide access to information to authorized persons only;
- Integrity: protecting the accuracy and completeness of information by preventing unauthorized changes;
- Availability: providing authorized persons with access to information and related resources when they need it.

The organizational aspect of Information Security Policy determines, who in the company collects and who has access to specific information, how information and data are used, how long we store it, and the like. The technical aspect sets the framework for ensuring secure communication and transmission of data, for storing and analogue or digital archiving of data, for protecting it, for access authorisations management, for on-going security checks and for eliminating potential vulnerabilities.

Taking care of information and data protection is part of Arctur's business culture and is well known to all "Arcturians". We regularly review and upgrade our Information Security Policy. Probably it is not necessary to emphasize that we also continuously follow relevant technological developments.

Nova Gorica, January 1st, 2020

Tomi Ilijaš, CEO  
Arctur d.o.o.