
Location and process	Flokk / Finance & IT / IT	Document category	Policy
Last approved date	05/11/2021 (Henning Karlsrud)	Document responsible	John Birger Tronsaune
Date changed	03/11/2021 (John Birger Tronsaune)		
Validity area	Flokk		

Information security and Privacy Policy

Purpose

The purpose of the Information Security and Privacy Policy is to protect the information assets (documents and data) that are developed, processed, and managed through all the processes in Flokk.

The policy for Information security and privacy confirms goals and strategy for information security and privacy in the business and sets the framework for the work of protecting Flokk's information values and for the security measures in the Flokk technical infrastructure.

Scope

The Information security and privacy policy applies to:

- All employees in all Flokk entities/subsidiaries except for the Malmstolen entities and the 9to5 Seating entities.
- Anyone that has access to, processes and/or manages information assets on behalf of Flokk regardless of the way of storage and method of processing.
- Information assets stored in the Flokk IT infrastructure, information assets stored on devices connected to the Flokk technical infrastructure and information assets stored in external services contracted and managed by Flokk.
- Information security for paper based archives are covered by Control of record TQM id 3185

Owner

This document is owned by Vice President IT, organized under Finance & IT and General Management.

Content and description

Flokk's Management System for information security and privacy supports us in achieving our business objectives by protecting our information assets. The management system provides the framework for a systematic and comprehensive practice between the governing, implementing and controlling part of the work related to information security and privacy. We commit to conform to applicable requirements and continues to improve the effectiveness of our integrated information security management system.

The main objectives related to information security and privacy are:

- To comply with laws and regulations for the collection, storage and security of information assets in general and personal data in particular (privacy).
- To safeguard privacy by focusing on the data subject's rights and freedoms, as well as information security.
- To protect information and information systems against theft, abuse, degraded quality, and others types of damage and loss.
- To ensure that everyone covered by this Policy follows established routines for safeguarding security and privacy, so that the frequency and level of damage of incidents is minimized.
- To map, document and notify Incidents, deviations or breaches of information security and privacy.

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- To address requirements for information security and privacy in design, procurement, development, management, and termination of IT systems, IT devices and other technical infrastructure components.