

	Policy	Effective Date: 04/08/2021
Information Security Policy		Document ID: POL-05 v1.0

1 PURPOSE

The purpose of this policy is the protection of Medwork’s information assets against all internal and external threats, either intentional or unintentional.

2 OUR COMMITMENTS

Medwork’s management is committed to the effective implementation of this information security policy, the provision of adequate resources and the continuous improvement of information security management.

The Information Security Policy aims to safeguard:

- information against unauthorized access
- the confidentiality of information belonging to Medwork and its contractual partners
- the integrity of information belonging to Medwork and its contractual partners
- the availability of information in the context of Medwork’s business operations
- the continuous compliance with and awareness of legal/regulatory requirements
- the effective implementation of Medwork’s Business Continuity Plan and testing of its effectiveness
- the continuous training and awareness of Medwork’s personnel with regard to information security

All required policies and procedures, as well as appropriate technical and organizational security measures shall be implemented in support of the Information Security Policy.

Medwork’s management shall ensure the continuous compliance with the legislation and the requirements of the ISO 27001:2013 standard, through close monitoring of the implementation of information security management processes and measures.

The Information Security Officer shall be responsible for ensuring compliance with the Information Security Policy, and for providing support and advice with regard to its implementation.

All Medwork associates and suppliers (as applicable) shall comply with the Information Security Policy.

Medwork’s management shall be committed to the continual improvement of information security management and its compliance with the applicable requirements concerning information security.

3 DEFINITIONS

Associate: Person appointed by or contractually related with Medwork, who operates under Medwork’s quality management system (including in-sourced personnel, freelancers and trainees)

Supplier: Person or company contributing to Medwork’s activities and/or provided services, while operating outside Medwork’s quality management system