



## INFORMATION SECURITY MANAGEMENT SYSTEM POLICY ISO 27001:2022

ARA VINC GESTIÓ DOCUMENTAL is a company dedicated to the provision of courier and transportation services at a local, national and international level, confidential destruction of documentation, logistics activities, storage, manipulation and document custody.

The Organization considers the confidentiality and adequate protection of information to be very important for the proper development of its business activities, the fulfillment of objectives and the satisfaction of its clients.

The Management of ARA VINC GESTIÓ DOCUMENTAL is committed to promoting an Organization focused on the needs and expectations of our clients and also to ensure the Security and Protection of Information to ensure:

- ♦ The Confidentiality of Information, preventing information from being available or disclosed to unauthorized individuals, organizations or processes.
- ♦ Information Integrity, protecting the accuracy and completeness of our assets
- ♦ The Availability of Information, making it accessible and usable on demand by an authorized Organization.

The Management of ARA VINC DOCUMENTAL GESTIÓN has established Security objectives that are aligned with the Company's global Security and Business Objectives, and aim to give greater emphasis to the objectives of confidentiality of the data processed.

The Security Policy is developed through the implementation of an Information Security Management System (ISMS) in order to protect and manage information to establish, implement, operate, control, maintain and improve information security. , complying at all times with current legal regulations.

For the effective application of the Information Security Policy, the Management will provide the necessary resources for its proper development, both in the implementation activities and maintenance and improvement of the Policy and the resulting regulations and procedures, as well as as well as the security controls that are established at all times. Among these resources, the role of the Security Manager has been defined, who, with the collaboration of the IT department, will be responsible for maintaining and applying the Security Policy; its review and update at least annually; of its publication; of the management of audits and the attention and resolution of security incidents that are detected.

The Management of ARA VINC GESTIÓN DOCUMENTAL is committed to developing training, information, participation and awareness programs for all ARA VINC GESTIÓN DOCUMENTAL personnel so that they know which security controls are applicable to them in each case and raise awareness about the risks related to the confidentiality of the information and to be able to successfully apply this Information Security Policy.

This Policy is mandatory for all ARA VINC GESTIÓN DOCUMENTAL staff and serves as a framework for the establishment and review of Objectives and goals, being the responsibility of the Management of ARA VINC GESTIÓN DOCUMENTAL the allocation of the resources and financing necessary to achieve these commitments.

The Management of ARA VINC DOCUMENTAL GESTIÓN undertakes to disseminate this Policy internally and at all levels, to review it annually and to make it available to the public and other interested parties who request it.

Barcelona, 01.07.2020  
Josep Ribera Serra