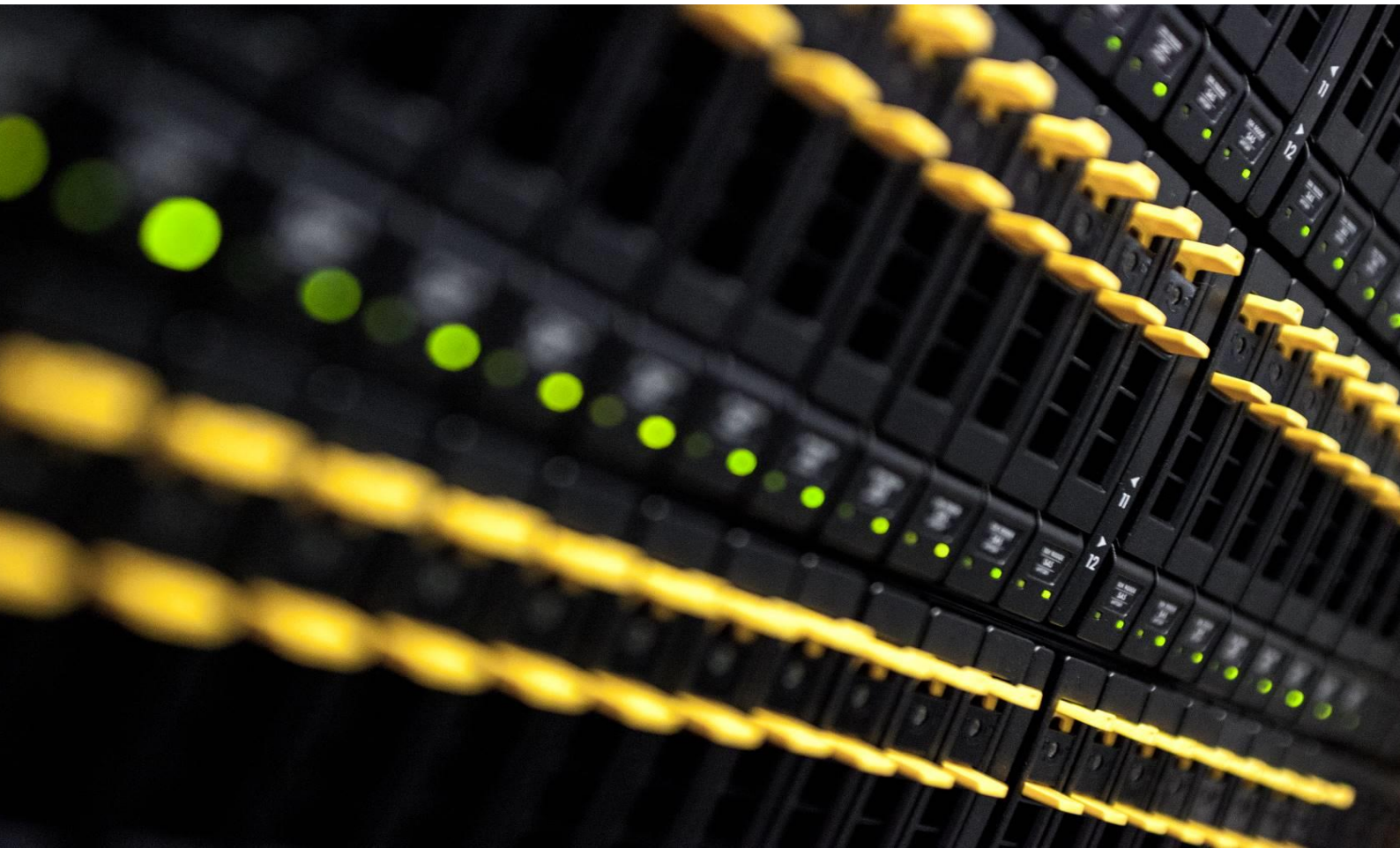




VBRIDGE

Information Security Policy

Our requirements and approach to secure vBridge-held information



1 Purpose

To define the requirements and approach for ensuring the security of vBridge-held information.

To ensure that vBridge information and information technology assets (including paper documents), are protected from unauthorised access, use, disclosure, disruption, modification or destruction whilst enabling use by vBridge personnel to support vBridge interests, customers and services.

To provide management direction and support for information security and to maintain appropriate protection of organisational information and information technology assets.

1.1 Scope

This policy applies to all vBridge-held information, information systems, employees/independent contractors and third parties who possess, use or have access to vBridge information, data, facilities or systems. These people may work for vBridge or any other party (including an affiliated partner or subsidiary).

1.2 Objectives

This policy has three objectives.

1. Protect vBridge (including customer and employee) information, data, facilities and systems from information security threats, whether internal or external, deliberate or accidental, and make sure these align to ISO 27001.
2. Ensure appropriate levels of security expertise and resources are available so vBridge can improve information security practices, security systems and controls.
3. Be business-enabling, enhance vBridge's reputation, meet customer requirements and ensure vBridge operations meet our contractual and regulatory obligations.

2 Policy Statements

This section includes a series of action statements about vBridge's intent to maintain good information security.

2.1 We will take a well-defined approach to Information Security

2.1.1 vBridge will comply with the following security principles:

- Confidentiality – ensure that only authorised persons access information.
- Integrity – ensure that information is not altered without authorisation.
- Availability – ensure that information and services are accessible when required by authorised users.

2.1.2 We will ensure our security controls and operations align with our regulatory and contractual obligations.

2.1.3 We will adopt and maintain an externally certified ISO/IEC 27001¹ Information Security Management System (ISMS).

2.2 We will stay committed to Information Security

2.2.1 vBridge will provide the necessary support to implement and improve our information security practices and achieve our information security objectives.

2.2.2 We will make good information security practices a valued part of vBridge culture.

¹ <https://www.iso.org/isoiec-27001-information-security.html>

2.2.3 We will maintain contact with relevant special interest groups, security forums and professional associations to help ensure we remain informed and up to date with the most recent developments, threats, vulnerabilities and security technologies across the industry.

2.3 We will review this policy on an ongoing basis

2.3.1 We will regularly review our information security policy, standards and procedures and update them as required.

2.4 We are all part of this policy's compliance process

2.4.1 The vBridge senior leadership team, all employees, contractors and third parties who have access to vBridge information, data, facilities and systems, must comply with this policy and all supporting, approved security policies, standards and procedures made under it.

2.4.2 vBridge will follow its Disciplinary Policy and procedures in response to any failure to comply.

3 Regulatory Requirements

vBridge will comply with all New Zealand legislation including:

Contract and Commercial Law Act 2017

Unsolicited Electronic Messages Act 2007

Harmful Digital Communications Act 2015

New Zealand Privacy Act 1993 (under revision in 2020)

4 Ownership

The vBridge Information Security Manager maintains this document on behalf of the Senior Leadership Team. Should you have any queries or require clarification around any part of this document please email office@vBridge.co.nz