

This IT Security Guideline defines the technical and organizational measures currently undertaken by Arithma.

Organization

Measure	Description
Security responsibilities	Arithma has tasked a security officer with designing, coordinating, and monitoring this IT Security Guideline. Arithma's security officer reviews this IT Security Guideline and all the technical and organizational measures undertaken at the company every 12 months (at minimum) to propose improvements when necessary.
Guidelines	Arithma has established protocols that describe the measures specified in this IT Security Guideline and the relevant procedures and responsibilities pertaining to individuals who have access to the Customer's data. Arithma retains records of its protocols after they are no longer in effect.
Risk management	Prior to rendering its services and processing the Customer's data, Arithma will carry out a risk assessment.
Confidentiality	Arithma employees who can access the Customer's data are obligated to maintain its confidentiality.
Training	Arithma informs its employees of the following: • Basic principles of data protection; • Technical and organizational measures in this IT Security Guideline; • Their respective tasks regarding IT security; • The personal consequences they will face should they violate the privacy of data and/or This IT Security Guideline.

Physical security

Measure	Description
Hosting	Arithma is only using hosting providers that are at minimum ISO 27001 certified. This means facilities have restricted access, that there are emergency plans for power outages, and standard back-up routines.
Mobile work	Arithma employees must receive permission from Arithma before storing the Customer's data on portable devices, accessing the Customer's data from remote locations, or processing the Customer's data outside of Arithma's facilities.

Access

Measure	Description
Authentication	Arithma ensures that passwords meet certain minimum requirements and must be changed on a regular basis (or enables the Customer to do so). Arithma uses industry-standard procedures to protect passwords. Arithma ensures that blocked user accounts are not assigned to any other individual (or enables the Customer to do so). Arithma revokes the access rights of every employee who leaves the company.
Authorization	Arithma maintains up-to-date records on employees who are authorized to access IT systems that house the Customer's data. Arithma specifies which of its employees are authorized to grant, modify, and revoke permission to access data and other resources.

Arithma only allows employees to access the Customer's data when doing so is required for their duties at work.

Arithma only allows employees to access the Customer's data when doing so is required for their duties at work.

**Locking
computers**

Arithma instructs its employees to lock their computers before leaving them unsupervised
