

Information Classification Policy
(Ref No: - ISMS/IS/5.2/13)

INGOLD SOLUTIONS GMBH provides fast, efficient, and cost-effective electronic services for a variety of clients worldwide. As an industry leader, it is critical for **INGOLD SOLUTIONS GMBH** to set the standard for the protection of information assets from unauthorized access and compromise or disclosure. Accordingly, **INGOLD SOLUTIONS GMBH** has adopted this information classification policy to help manage and protect its information assets.

All **INGOLD SOLUTIONS GMBH** associates share in the responsibility for ensuring that **INGOLD SOLUTIONS GMBH** information assets receive an appropriate level of protection by observing this Information Classification policy:

INGOLD SOLUTIONS GMBH Managers or information ‘owners’ shall be responsible for assigning classifications to information assets according to the standard information classification system presented below.

- Where practicable, the information category shall be embedded in the information itself.
- All **INGOLD SOLUTIONS GMBH** associates shall be guided by the information category in their security-related handling of **INGOLD SOLUTIONS GMBH** information.

All **INGOLD SOLUTIONS GMBH** information and all information entrusted to **INGOLD SOLUTIONS GMBH** from third parties falls into one of four classifications in the table below, presented in order of increasing sensitivity.

Information Category	Description	Example
Unclassified Public	Information is not confidential and can be made public without any implications for INGOLD SOLUTIONS GMBH . Loss of availability due to system downtime is an acceptable risk. Integrity is important but not vital.	<ul style="list-style-type: none"> • Product brochures widely distributed • Information widely available in the public domain, including publicly available INGOLD SOLUTIONS GMBH web site areas • Financial reports required by regulatory authorities • Newsletters for external transmission
Proprietary	Information is restricted to management approved internal access and protected from external access.	<ul style="list-style-type: none"> • Passwords and information on corporate security procedures

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	<p>Unauthorized access could influence INGOLD SOLUTION GMBH's operational effectiveness, cause an important financial loss, provide a significant gain to a competitor, or cause a major drop in customer confidence. Information integrity is vital.</p>	<ul style="list-style-type: none"> • Know-how used to process client information • Standard Operating Procedures used in all parts of INGOLD SOLUTIONS GMBH's business • All INGOLD SOLUTIONS GMBH-developed software code
Client Confidential Data	<p>Information received from clients in any form for processing in production by INGOLD SOLUTIONS GMBH. The original copy of such information must not be changed in any way without written permission from the client. The highest possible levels of integrity, confidentiality, and restricted availability are vital.</p>	<p>Client media</p> <ul style="list-style-type: none"> • Electronic transmissions from clients • Product information generated for the client by INGOLD SOLUTIONS GMBH production activities as specified by the client
INGOLD SOLUTIONS GMBH confidential Data	<p>Information collected and used by INGOLD SOLUTIONS GMBH in the conduct of its business to employ people, to log and fulfill client orders, and to manage all aspects of corporate finance. Access to this information is very restricted within the INGOLD SOLUTIONS GMBH. The highest possible levels of integrity, confidentiality, and restricted availability are vital.</p>	<ul style="list-style-type: none"> • Salaries and other personnel data • Accounting data and internal financial reports • Confidential customer business data and confidential contracts • Non disclosure agreements with clients\vendors • INGOLD SOLUTIONS GMBH business plans