

<b>Location and process</b>	Flokk Corporate / Information Security (IT) / IT Group Policies	<b>Document category</b>	Policy
<b>Last approved date</b>	08/08/2023 (Henning Karlsrud)	<b>Document responsible</b>	John Birger Tronsaune
<b>Date changed</b>	08/08/2023 (John Birger Tronsaune)		
<b>Validity area</b>	Flokk		

## ***Information security and Privacy Policy***

### ***Purpose***

The purpose of the Information Security and Privacy Policy is to protect the information assets (documents and data) that are developed, processed, and managed through all the processes in Flokk.

The policy for Information security and privacy confirms goals and strategy for information security and privacy in the business and sets the framework for the work of protecting Flokk's information values and for the security measures in the Flokk technical infrastructure.

### ***Scope***

The Information security and privacy policy applies to:

- All employees in all Flokk entities/subsidiaries except for Flokk Furniture (Zhongshan).
- Anyone that has access to, processes and/or manages information assets on behalf of Flokk regardless of the way of storage and method of processing.
- Information assets stored in the Flokk IT infrastructure, information assets stored on devices connected to the Flokk technical infrastructure, information assets stored in external services contracted and managed by Flokk and in cloud services subscribed by Flokk.
- Information security for paper-based archives is covered by Control of record TQM id 3185.

### ***Owner***

This policy is designed and implemented by VP IT. VP IT is responsible for updating, communicating, and monitoring the operational effectiveness of this policy.

This policy is approved by the Chief Financial Officer (CFO).

### ***Content and description***

Flokk's Management System for information security and privacy supports us in achieving our business objectives by protecting our information assets. The management system provides the framework for a systematic and comprehensive practice between the governing, implementing and controlling part of the work related to information security and privacy. We commit to conforming to applicable requirements and continue to improve the effectiveness of our integrated information security management system.

The main objectives related to information security and privacy are:

- To comply with laws and regulations for the collection, storage and security of information assets in general and personal data in particular (privacy).
- To safeguard privacy by focusing on the data subject's rights and freedoms, as well as information security.
- To protect information and information systems against theft, abuse, degraded quality, and other types of damage and loss.
- To ensure that everyone covered by this Policy follows established routines for safeguarding security and privacy, so that the frequency and level of damage of incidents is minimized.

## Information security and privacy policy (ISO 27001)



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- To map, document and notify Incidents, deviations or breaches of information security and privacy.
- To address requirements for information security and privacy in design, procurement, development, management, and termination of IT systems, IT devices and other technical infrastructure components.