

Within the framework of the security concept of Meinberg Funkuhren GmbH & Co. KG, the principles of IT security policy and IT guidelines have been established. These principles and measures are based on the recommendations of the Federal Office for Information Security (BSI).

Information and communication technology is of central importance for the fulfilment of our company's tasks. IT applications include computer-aided information processing for development, production, sales and administration as well as communication with external partners and customers. The significance of information technology for mentioned application areas is different, therefore the effects of malfunctions or failures in the different fields are of varying significance. Corresponding measures and IT security goals should reduce the residual risk. They must be appropriate and economically justifiable. We observe the legal requirements and regulations.

## Confidentiality of Data

We process confidential information of various kinds. To prevent unauthorized access to data, appropriate technical and organizational measures have been taken to ensure effective access protection:

- access rights to networks and computers only via user name and password
- access control to buildings and server rooms via electronic locking systems
- monitoring by our own data protection officer

## Integrity of Data

Unauthorized or unnoticed modification of data by persons or technical errors must be excluded as far as possible. Data must not be manipulated either accidentally or deliberately. Depending on the application, the following technical and organizational measures have therefore been introduced to maintain the integrity of data:

- use of constantly updated virus protection software
- firewall
- prompt import of operating system patches
- use of current versions of user programs

## Availability of Data

Information and communication technology has limited availability. Acceptable downtimes are defined from the point of view of economic efficiency. Data is secured by the following procedures in such a way that a fundamental loss can be ruled out at human discretion:

- daily backup of all servers and databases
- monthly tape backup
- outsourced storage of backups
- virtualized hardware

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