

INFORMATION SECURITY POLICY

At PrymeNet, we are committed to protecting the confidentiality, integrity, and availability of information, as well as complying with applicable laws, regulations, and standards. All personnel and interested parties with access to our information assets must apply security practices, comply with security controls, and contribute to their continuous improvement.

- It is strictly prohibited, under any circumstance or situation, to grant any individual administrative privileges to the company's and/or clients' IT systems, as well as to encourage others to use administrative privileges for tasks that can be performed by system administration and support teams.
- All requests for software installation or privileged/administrative access must be authorized by each Client. If exceptions are approved, they must be formally documented in accordance with each client's security policies or internal procedures.
- It is strictly prohibited to copy, share, distribute, or install any type of software on client devices that is not provided by the client. If an exception is required, it must be documented and authorized by the client according to their internal processes.
- It is prohibited to install any additional software beyond what has already been installed by the company on computing equipment used within the premises.
- Transferring information from or to client devices is prohibited without explicit authorization from the client sent via email.
- Any event or situation that may represent non-compliance with these information security policies must be reported immediately to PrymeNet.

General Director