of **POC Sweden AB**, hereafter referred to as POC.

Standard Measures. POC provides for the protection of personal data in the context of the following standard processing operations, which

- include only a limited extend of personal data about criminal records and criminal convictions or special categories of personal data and
- in other ways as well only pose little or no risk

the following technical and organisational standard measures

- to ensure the confidentiality of data processing,
- to ensure the integrity of data processing,
- to ensure the availability of data processing,
  to ensure the resilience of systems and services related to data processing,
- to ensure the ability for rapid recovery of data processing including availability and access in case of a physical or technical incident,
- to ensure the regular review and evaluation of the effectiveness of the technical and organizational measures to ensure the safety of the processing

in the following areas:

- **Organisational Control**
  - policies, procedures und guidelines regarding processing and safety
  - operational, maintenance and service contracts including Service Level Agreements
  - regular awareness trainings regarding processing and safety
  - regular, unexpected, controls on compliance with data protection and safety

- **Entry Control**
  - alarm system, entry control, time management
  - alarm system, CCTV, turnstile and sentry within data centers

- **Access Control**
  - hard-and software systems for security and defense (FIREWALL / IPS / LOG)
  - password policy (complexity, history; enforced regular change)
  - multi factor authentication for remote access
  - automatic screen lock on inactivity
  - automatic account lockout on attacks
  - monitoring and alerting

- **Authorisation Control**
  - role based authorisation concept
  - policies, procedures and guidelines

- **Redistributal Control**
  - written procedure logging (legitimacy, confirmation, etc.)
  - enforcing strong encryption on storage device archiving, transport and transmission
  - usage of strong encryption on mobile devices
  - multi factor authentication for remote access
  - cyclic review on used procedures and technologies

- **Input Control**
  - automatic plausibility tests
  - logging and evaluation systems
  - documentation and contracts

- **Order Control**
  - detailed regulations of the order and the entire order process
  - formalized order (order form / receipt)
  - order execution checked and documented

- **Availiability Control**
  - environmental monitor
  - application management
  - fire extinguishers in the office rooms
  - fire containment system within security zones
  - overtemperature signalling and automatic emergency shutdown within security zones
  - redundant UPS and generators within security zones
  - redundant AC within security zones
  - Operational, Maintenance and Service contracts including Service Level Agreements

- **Separation Controls**
  - regulations and measures for the separation of data with different contracts / processing purposes
  - segmentation of the processing systems (production, test, development)

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