



BWI Information Security For Suppliers



I. PURPOSE

The purpose of the document is to define the Supplier's obligations and responsibilities in the protection of information assets provided by BWI Group, to which the Supplier will have access and which will be processed in the course of providing its services.

The objectives of the Policy should be implemented through:

1. ensuring the confidentiality of information,
2. maintaining the integrity of information,
3. maintaining the availability of information.

II. RESPONSIBILITY

BWI Group makes every effort to ensure the effective and safe operation of the Company, in particular in order to best meet the needs of the Company's customers and fulfill its obligations under the law. For this purpose, the management of BWI Group decided to implement the rules on information security. This document is a summary of the minimum requirements of BWI in the scope of ensuring the security of information assets, resulting from the adopted Information Security Policy.

III. DESCRIPTION OF THE PROCEDURE - GENERAL RULES

1. Policy is a set of rules governing the relations between BWI and Suppliers. The policy is periodically reviewed. Compliance with the Policy is one of the necessary conditions for the proper provision of services to BWI.
2. The Parties must comply with the laws and regulations relating to information technology and information security.
3. Information stored, processed and / or transferred belonging to BWI is under control and the purpose of the control is to protect the interests of BWI and the Supplier.
4. Information and the media on which they are recorded are a component of BWI or Suppliers and require appropriate treatment and protection, like any other component of the enterprise.
5. The supplier may not use the information provided by BWI for purposes other than the implementation of the contract concluded with BWI.
6. The period and method of storing information by the Supplier must comply with the provisions of the Agreement with BWI.
7. The supplier undertakes to return, permanently remove or destroy - according to the decision and request of BWI information carriers provided by BWI and all copies thereof, after the purpose of processing has ceased to exist.



8. Information entrusted to the Supplier or generated by the Supplier in the course of providing services to BWI and those which are under the Supplier's control must be adequately protected by the Supplier against loss, destruction, damage and unauthorized access using available means.
9. Relevant Information received or sent by the Supplier via the Internet must be encrypted in accordance with the recommendations of the applicable Information Security Policy in force at BWI.
10. The supplier must continuously apply appropriate safeguards in accordance with the systems it controls and with regard to the information contained therein:
 - a. The supplier is fully responsible for creating regular data backup copies (Information) regarding BWI,
 - b. Portable computer equipment containing essential and / or protected information regarding BWI must at all times be equipped with technologies accepted by the Parties that block unauthorized access, e.g. encryption,
 - c. The environment used to provide services for BWI must have appropriate logical and environmental protection - protection against unauthorized physical and logical access to the processed Information,
 - d. A system that has any possibility of interacting with the Internet, external information carriers, e.g. USB must have up-to-date and efficient anti-virus software and software that prevents unauthorized access to Information,
 - e. Each operating system and application must be regularly verified by the Provider in terms of updating security patches and immediately updated, in particular in accordance with the recommendations of their manufacturer or publisher,
 - f. The Supplier conducts continuous monitoring of the effectiveness of the above-mentioned control mechanisms.
11. The Supplier's personnel having access to the information provided, produced under the contract with BWI, is obliged to read and comply with this Policy.
12. BWI reserves the right to audit the implemented organizational and technical safeguards of the Supplier, consisting in the right to request immediate information in this regard or to allow authorized representatives of BWI to perform an inspection in this respect at the Supplier.
13. Any threats or breaches of information security identified by the Supplier must be immediately reported to BWI by sending a report to the e-mail ciso@bwigroup.com or by contacting BWI purchasing agent. The supplier undertakes to cooperate with BWI in order to explain the causes and / or course of the security breach incident.
14. The supplier undertakes to ensure compliance with the provisions of this document with regard to subcontractors and further subcontractors, subject to further requirements arising from the law or the contract concluded with BWI.
15. With regard to the processing of personal data, additional arrangements between the Parties apply - resulting from the provisions of the GDPR.



REVISION RECORD:

Revision # / Description	Date of Revision	Contact for Questions
"0" / BWI Information Security For Suppliers	04-Oct-22	Izabela Fiszer