MOTIVA
CONSULTING

Summary of the SIG policy

Motiva Consulting limited company's management is aware that information is an asset and, like other important assets of a business, has a great value for the Organization and therefore requires adequate protection.

Since the information asset has great value for the organization **Motiva Consulting limited company**'s management has decided to implement an Information Security Management System in order to protect it from a wide range of threats with the aim to ensure the continuity of the business lines, minimize damage and maximize return on investment and business opportunities. All this, ensuring that information security risks are known, accepted, managed and minimized by the whole company in a documented, inventoried, structured, repeatable and efficient way and adapted to changes that emerge with risks, environment and technologies within the defined scope.

Motiva Consulting limited company's management sets information security objectives and principles according to the following:

- Personal data and people's privacy protection.
- Intellectual and industrial property rights protection.
- Establishment of an information classification system.
- Safeguarding of the organization's registers.
- Information security policy documenting.
- Allocation of security responsibilities.
- Security incidents registering and its learning outcomes.
- Business continuity management.
- Legislation, contractual requirements and legal applicable standards compliance.
- Assurance of this system's information confidentiality, integrity and availability.

Motiva Consulting limited company's management, by the establishment and the implementation of the current Information Security Management System, gives the following undertaking:

- To develop the company's activity in accordance with legislative, contractual and regulatory requirements applicable in respect of information security.
- To promote and support the implementation of necessary measures to minimize the risks which information is exposed to during the achievement of strategic objectives defined year by year.

- To establish security training requirements and to provide awareness-raising actions on security issues necessary to the personnel and co-workers.
- Viruses and malware prevention and detection through the development of specific policies and software use and trusted components.
- To manage the business continuity, developing continuity plans in accordance with methodologies of internationally recognized prestige.
- To determine the consequences of the violation of security policy that will be reflected in the contracts signed by the interested parties, providers and subcontractors.
- To act within the strictest professional ethics at all times.

The management has decided to establish this policy as a reference framework to underline its commitment to the continuous improvement of the Information Security Management System; this will consequently be revised annually for its suitability and extraordinarily in cases of special situations and / or substantial changes to the Information Security Management System, as it is available to the public.

With the aim of ensuring the quality of our services the scope determined for the ISO 20000 is described as follows:

"Support and corrective/evolutionary maintenance of commercial applications in the area of HR and Finance Management (technology platform and applications) according to current catalogue of services".

In order to ensure the confidentiality, the integrity and the availability of the information, the scope of the ISO 27001 proposed by Applus was established and accepted by the management during the meeting of March 18th 2011, is as follows:

"Data Security Management System supporting corporate internal processes and applications setup services based on Oracle Technology".

In accordance with the current statement of applicability.

Managing Director

Jaime Vildósola *Madrid, April 11th 2020*

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