

INFORMATION SECURITY POLICY

Introduction:

The security of data and information assets is critical to the future success of PTI (Paperless Trail Inc.).

The management team of PTI are fully committed to ensuring the Confidentiality, Integrity, and Availability of information. To this end we have adopted an ISMS (Information Security Management System) which will be accredited to ISO 27001.

Objective & scope:

The objective of this Information Security Policy is to set high-level policies and principles for information security within our organization. This Policy applies to all permanent, temporary, or contractual staff of PTI.

The ISMS will encompass all of PTI's internal information, and in particular, to Data and Information that PTI receives, handles and processes, on behalf of our stakeholders (employees, customers, and suppliers).

The ISMS will comprise of the information security policies, procedures, work instructions, and a comprehensive risk management framework to effectively manage and protect the data and information of PTI and its stakeholders (including customers) from security threats, whether internal or external, deliberate, or accidental.

Commitment:

The management of PTI is committed to ensure that:

- Appropriate & necessary resources are allocated to effectively implement, operate, and review the ISMS.
- Stakeholders (employees & customers) are aware of information security risks. That this awareness is enhanced through regular training.
- Applicable legal, regulatory, and contractual requirements related to information security are met and regularly reviewed.
- The ISMS remains effective through a process of periodic reviews to continuously improve the suitability and adequacy of the ISMS.
- Information security responsibilities are fully communicated to all stakeholders (employees, customers, and suppliers).

Exceptions

Any exceptions to this policy must be documented and agreed to by the Management Committee.

Non-compliance

Failure to comply with this policy and supporting policies and procedures may be considered a disciplinary offence.



Peter N. Morrison | May 2023
President