Shred Easy Pty Ltd Information Technology & Security Policy

We at Shred Easy Pty Ltd are committed to preventing and mitigating the risks associated with data breaches but also foster a culture of accountability and responsibility. Our collective efforts in information security contribute to the overall success and resilience of our organization in an increasingly interconnected and digital world.

The purpose of this policy is to provide a security framework that will:

- Protect information and related assets from a range of threats.
- Maintain the confidentiality, integrity and availability of Shred Easy Pty Ltd customer and business partner information and resources.
- Minimise business risks and maximise business opportunities related to information

Shred Easy Pty Ltd is committed ensuring that information security risks are identified, assessed, mitigated and monitored to help protect the confidentiality, integrity and availability of our information and information systems as per our NAID AAA Certification and our ISO 9001 & ISO 14001 requirements.

Information security controls are established, implemented, monitored, reviewed and improved, where necessary, to help ensure that our specific security and strategic objectives are met including:

- Implementing robust access controls to ensure that only authorized personnel have access to sensitive information.
- Regularly reviewing and updating access permissions based on job roles and responsibilities.
- Establishment of guidelines for the secure sharing of information within and outside the organization.
- Encouraging the use of secure channels for communication and file sharing.
- Implement firewalls, intrusion detection systems, and other network security measures to protect against external threats.
- Regularly updating software and systems to address vulnerabilities.