



## **SECURITY POLICY**

### **Physical Access**

No physical access to the devices used to provide the Services is not possible as all devices are located in Amazon Web Services.

### **Network Access**

Network access to the devices used to provide the Services is facilitated through named user accounts protected by a VPN accessible by username, password and two factor authentication devices. Personnel are issued with VPN user accounts upon commencement of their employment and successful background screening. VPN user accounts are terminated when personnel leave Electric Ink Media.

### **Electric Ink Media Personnel**

Electric Ink Media will perform background screening of its employees who have access to client accounts.

### **Reports of and Response to Security Breach**

Electric Ink Media will immediately report to you any unauthorised access or release of your information of which we become aware. Upon request, we will promptly provide to you all information and documentation that we have available to us in connection with any such event.