



INFORMATION SECURITY POLICY

POLICY STATEMENT

This Policy Document encompasses all aspects of security surrounding confidential company information. Airport Retail Enterprises Pty Ltd handles sensitive cardholder information daily. Sensitive Information must have adequate safeguards in place to protect cardholder privacy, to ensure compliance with various regulations and to guard the future of the organisation.

AIMS AND OBJECTIVES

ARE commits to respecting the privacy of all its customers and to protecting any customer data from outside parties. To this end management are committed to maintaining a secure environment in which to process cardholder information so that we can meet these requirements.

RESPONSIBILITIES

Employees handling sensitive cardholder data should ensure that they:

- Protect and handle company and cardholder information in a sensitive manner;
- Do not use email, internet and other company resources to engage in any action that is offensive, threatening, discriminatory, defamatory, slanderous, pornographic, obscene, harassing or illegal;
- Do not disclose personnel information unless authorised;
- Keep passwords and accounts secure;
- Do not install unauthorised software or hardware, including modems and wireless access unless you have explicit management approval;
- Always leave desks/counters clear of sensitive cardholder data or personal information and lock computer screens / SwiftPOS when unattended;
- Report any information security incidents whereby personal or cardholder information may be jeopardised, including the presence of suspicious or unauthorised personnel on the premise, immediately to Site Management.

ARE reserves the right to monitor, access, review, audit, copy, store, or delete any electronic communications, equipment, systems and network traffic for any purpose.

We each have a responsibility for ensuring our company's systems and data are protected from unauthorised access and improper use.

AUTHORISED BY

Signed: John Chapman

Position: Chief Executive Officer

Date: 1st July 2018