

## Digital Media Management Policy

Stand 08.02.2021

### 1 PURPOSE

The purpose of the Digital Media Management Policy is:

- To ensure compliance with existing legal requirements that applies to confidentiality, security and retention of PRODATA's Information and Digital Media.
- To comply with Digital Media requirements related to litigation, government investigation or audit, and to ensure the availability of records to those who have legitimate needs for the requisite period of time.
- To communicate management objectives for the proper treatment and handling of sensitive information and the efficient and economical management of Digital Media.

### 2 POLICY

The Digital Media Management Program controls the creation, maintenance dissemination, and disposition of PRODATA's digital media, no matter what the media.

The Digital Media Management Program is designed to maintain the following principles:

- Comply with prevailing national and international legal requirements including legal requirements
- related to litigation, government investigation and audit.
- Apply appropriate safeguards to the access of company digital media to ensure compliance with all laws and to protect and preserve the confidentiality of confidential information.
- Maintain Digital Media in appropriate storage equipment, at appropriate locations.
- Maintain contracts with offsite storage companies.
- Identify and protect vital and historical Digital Media.
- Utilize Digital Media management technologies for appropriate applications.

No employee has any personal or property right to the digital media of the company including media that the employee helped develop or compile.

Through the implementation of the Digital Media Management Program, the company expects to improve appropriate access to and security of valuable information, facilitate appropriate and authorized sharing and transfer of information, reduce overall costs related to Digital Media management.

PRODATA's information must be protected according to its level of sensitivity. Unless otherwise indicated, all company media should be considered and protected as internal-use-only information. That is, company information should be disclosed or distributed to external parties only after obtaining the proper authorizations, appropriate business agreements, and appropriate non-disclosure agreements.