

Goal of the data protection policy |

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Brief description of Excel Roofing & Cladding and motivation to comply with data protection |

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Brief description of the company and motivation to comply with data protection |

Security policy and responsibilities in the company:

- For a company, in addition to existing corporate objectives, the highest data protection goals are to be defined and documented. Data protection goals are based on data protection principles and must be individually modified for every company.
- Determination of roles and responsibilities (e.g. representatives of the company, operational data protection officers, coordinators or data protection team and operational managers)
- Commitment to continuous improvement of a data protection management system
- Training, sensitisation and obligation of the employees

Legal framework in the company |

- Industry-specific legal or conduct regulations for handling personal data
- Requirements of internal and external parties
- Applicable laws, possibly with special local regulations documentation
- Conducted internal and external inspections
- Data protection need: determination of protection need with regard to confidentiality, integrity and availability.

Existing technical and organisational measures (TOM) |

Appropriate technical and organisational measures that must be implemented and substantiated, taking into account, inter alia, the purpose of the processing, the state of the technology and the implementation costs.

The description of the implemented TOM can, for example, be based on the structure of ISO/IEC 27002, taking into account ISO/IEC 29151

(guidelines for the protection of personal data). The respective chapters should be substantiated by referencing the existing guidelines.

Examples of such guidelines include:

- Guideline for the rights of data subjects
- Access control
- Information classification (and handling thereof)
- Physical and environmental-related security for end users such as:
- Permissible use of values
- Guideline for information transfer based on the work environment and screen locks
- Mobile devices and telecommuting
- Restriction of software installation and use
- Data backup
- Information transfer
- Protection against malware
- Handling technical weak points
- Cryptographic measures
- Communication security
- Privacy and protection of personal information
- Supplier relationships: Noting regular inspection and evaluation of data processing, especially the efficacy of the implemented technical and organisational measures.

This policy will be reviewed at regular intervals to ensure that it continues to be effective and meet customer expectations.

Last review of this Policy | 20th March 2024