



## Data Security Policy

eAsset Solutions is committed to data security and protecting our clients' assets.

- eAsset Solutions prohibits unauthorized individuals from accessing or handling equipment containing data.
- eAsset Solutions has assigned Nicholas Gauthier as the **Data Protection Representative**.
  - The Data Protection Representative is tasked with overall responsibility and authority for eAsset Solutions' data security, data sanitization, and legal compliance, including oversight of all related duties otherwise assigned.
- eAsset Solutions mandates reporting of known and suspected breaches of security and data to the Data Protection Representative. Training reinforces the importance of data security and reporting of any known or suspected data breaches.
- eAsset Solutions requires employees to complete training and sign formal confidentiality agreements prior to individual authorization to handle equipment containing. All employees undergo a background check upon hire.
- Employees are trained on applicable data security requirements and associated controls maintained by eAsset Solutions. The Data Protection Representative verifies the competency of employees in the policies and procedures that are applicable to their role and level of security authorization.
- Employees found to violate this policy will be subject to disciplinary action that could include immediate dismissal. Employees found to have conducted a criminal act related to data security will be held financially and/or criminally responsible for damages and/or material loss to eAsset Solutions and its clients to the extent allowed by law.

Signed:

Date:

9/21/2023