1. Information Classififcation (Information Owner)

It applies to all the ADDVOLT's information (regardless of its support), and to all assets where relevant information from ADDVOLT can be accessed.

2. Information Creation (Information Owner)

All kind of information content that represent value for ADDVOLT bussiness and their partners, that can be presented in different types, such as:

- Information Assets - Databases and data files, system documentation, manuals, technical documentation, product/project information and other relevant information;
- Software Assets - System software, management software (ERPs, development applications, tests, control, etc.), utilities;
- Physical or Support Assets - Processing, storage, communications, and infrastructure equipment.

3. Information analysis & Classification (ISMS Team)

According with the type of information and content, the can be classfied and manage according the different levels, namely:

There are four (4) levels of classification of information regarding its level of confidentiality were defined:

Level 1 - Public

Information whose disclosure does not create any impact on ADDVOLT's business, and whose classification can be attributed by the owner.

Level 2 - Internal

Information with internal access permission, in terms of information systems. When you access this information, you should be careful that it cannot be accessed by unauthorized persons, including persons outside ADDVOLT.

Level 3 – Classified

Protected internal information that can only circulate between the group that manages it.

The information classified at this level should not be made available, either internally or externally, to those who have not been given authorization by the "owner" of the information and, at the limit, by the Executive Board.

Level 4 - Confidential

Information relevant and sensitive to ADDVOLT and with level of access defined internally by the "owner" of the information. When you access this information, you must be careful that it cannot be accessed by unauthorized persons.

The information classified at this level should not be made available, either internally or externally, to those who have not been given authorization by the "owner" of the information and, at the limit, by the Executive Board. If technically possible, when this information is shared abroad it should be encrypted (ISP.15 - Information Transfer Policy).

Information Classification

There is a table of control of the documented information of classified forms, within the scope of the ISMS, and in the absence of any document in this list, it should be responsible for issuing it to carry out its classification, and lastly the Executive Board.

The "Internal", "Classified" and "Confidential" documents shall refer to the level of confidentiality of preference in the footer, in accordance with the rules defined in this procedure using the identifying marks presented on the last page or, alternatively, the descriptive text of the level of confidentiality.

Use of Classified Documents

When printing level 2, 3 or 4 information, you must ensure that it cannot be accessed by unauthorised persons at the printer outlet.

Disclosure of information classified as "Internal," "Classified," or "Confidential" to unauthorized persons or third parties may result in a disciplinary infraction.

If such information is suspected to have been communicated in a way that may or may not be harmful to ADDVOLT, this situation should be recorded as an information security report, as provided for in "P 02 4 40 - Incident management" and improvement actions.

4 - Assets Management

This file also ¡ control of preventive maintenance activities (in the case of computer assets). Where necessary, support requests for assets should be registered and managed on the helpdesk platform.

Criticality level of physical assets:
Critical asset, because there is no redundancy, cause breakage or stopping of activity or call into question protection of confidential information.

Relevant asset, which despite the importance of it, there is redundancy, and in the case of productive assets, they do not call into question stops or decreased activity.

Unclassified asset

Asset Risk

The risk level of the asset group and the level of confidentiality of the information stored, processed or accessed in it is defined by the risk assessment in the asset inventory.

Creation Date: 04/09/2024	Revision Date: 04/09/2024	Macro Process: 02 - Integrated Management System Process: 02 4 - Information Security Management System Procedure: P 02 4 10 - Information Classification and Asset Management	Creator: C.Santos	Approver: M.Sousa