

# Security measures

## 1) - Organizational measures:

- a. designate in writing personnel accessing the data
- b. explicit treatment instructions
- c. controlled access to the Office
- d. closed cabinets
- e. password change procedure for server access
- f. conservation, in rooms located in another building, of a copy of the data present in computers, in portable SSD memories
- g. appointment in writing of any external managers
- f. measures for the availability and portability of data of the interested party

## 2) - Technical measures:

- a. authorization to access data
- b. file protection firewall
- c. file protection antivirus
- d. copy of files stored in a secure environment