

Security instructions

Be My Compensation Management AB ("BMCM") offers the service "Mybenefit", which is a cloud-based, modular content management system consisting of functions that can handle various types of content related to employee benefits. BMCM's security instructions aim to ensure that information is handled in a secure manner.

Organisation for protection of information

BMCM has designated one or more security officers who are responsible for coordinating and monitoring security rules and routines. BMCM employees who have access to customer data are subject to a confidentiality obligation.

Access management

BMCM classifies data to ensure that access to it is correctly restricted.

Employee security

BMCM informs its employees continually about relevant security routines as well as about employee roles and responsibilities.

Physical security and environment

Personal data and other information about our customers is restricted to employees who have a need for such information in order to be able to perform their business duties. Access to facilities where information systems process data is restricted to authorised employees.

Mybenefit's data centre uses industry-standard systems to protect against loss of data caused by power outages or disruptions in communication systems.

BMCM's premises are protected from unauthorised access through locked doors and burglar alarms.

Operational management

BMCM maintains security documents that describe security measures and relevant routines as well as areas of responsibility for employees who have access to customer data.

Security copies and back-ups are done via established processes that are tested regularly.

Access control

BMCM maintains a register of employees who are authorised to access customer data and the systems in which this data is processed. Access to customer data is restricted to

employees who have a need for such access in order to be able to perform their work duties.

Acceptable use policy

Neither customers nor end users may use Mybenefit as follows:

- In a way that is prohibited by law, statute, order by authority or decree
- To infringe on others' rights
- To attempt to gain unauthorised access to a service, unit, data, account or network, or to cause a disruption in such
- To send junk mail or distribute malware
- In a way that could harm the online service or impair someone else's use of it
- In any way or in any situation where an error in the online service could result in death, serious personal injury or environmental harm

Violation of the terms and conditions in this section may result in exclusion from the online service.