	<b>SIG - PRODOC</b>	
	<b>SIS-SEG-0012 – PROPERTY AND LIABILITY-1</b>	
Issued by: Magario, Paola	Prepared by: Magario, Paola	
Revised by:		
Approved by: Rosell, Themis	<b>Policy</b>	
Revision Number: 1	Date of issuance: 11/30/2020	
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## MAIN DOCUMENT

### 1. PURPOSE AND SCOPE

This policy establishes the general guidelines of ownership and responsibility, regarding the ownership of information and acceptable use.

The document is of a general nature and its content reaches the Company's data processing environments and users of computer resources, covering interconnected networks between all its sites and remote connections of personnel and other organizations that develop their tasks outside the Company's scope.

Devices and networks belonging to specific plant systems are excluded from the scope.

### 2. RESPONSIBILITIES

**Steering Committee:** to provide support for the implementation and compliance with the policy developed.

**IT chiefs:** to ensure the implementation and compliance with of this policy.

**IT Department - Information Security:** to lead the implementation and periodic updating of this policy, monitoring its compliance and providing leadership in the event of potential deviations.

**Company personnel and third parties interacting on a regular or occasional basis and/or accessing information from PROFERTIL S.A:** to be informed of the contents of this policy, to comply with it and to enforce it in the performance of their normal duties

### 3. DEFINITIONS/TERMINOLOGY

**IT asset:** any component of hardware, software and any information stored, transmitted and/or received through them. For example: Internet, email.

**Identity:** Set of traits or characteristics that distinguish one person from another.

**Digital identity:** Identity determined through IT assets.

### 4. SAFETY, ENVIRONMENT, QUALITY AND ENERGY

N/A



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## 5. DEVELOPMENT

### 5.1. Ownership of information

The information handled by the Company is the responsibility of each of its business areas. For each process, Process Owners, Data Owners and Referential Owners are designated for their data considering the following definition where the set of functions assumed by each role is described:

- **PROCESS OWNER:** is in charge of identifying the information he/she owns and of defining the Data Owner on whom he/she will rely in order to identify risks, classify the information and define the accesses to it. This function will be performed by management positions.
- **DATA OWNER:** together with the Process Owner, he/she is responsible for identifying the information under his/her responsibility and the risks to which it is exposed considering the possibility of undue modification, destruction, access and/or unauthorized disclosure, both by internal and external agents. Once this is done, he/she will be able to classify the information in his/her charge according to the criteria defined by the Company and define the accesses to it. Authorizes or rejects any request or change regarding access to proprietary information, detailing the users who can access or are denied its use and identifying the activities they are authorized to perform on this data, either permanently or temporarily. In order to be able to carry out this task, he/she appoints technical Referential owners who can support him/her in making decisions regarding access to data, depending on the systems service where the information is hosted.
- **REFERENTIAL OWNER:** is in charge of collaborating with the Data Owner in the definition of risks, the classification of the information under his/her responsibility and the definition of access to the information. Approving or rejecting any potential change or adaptation. This function requires technical knowledge related to the operation or use of the different systems services and the location of the information, therefore, it will be performed, in general, by operative positions being able to vary the referential owner of the same data for each service provided by systems.


### 5.2 Acceptable use

The company provides a digital identity to any person using the services provided by the IT Department, determined by a user account and an e-mail address that are personal and non-transferable. This identity is directly linked to corporate image and therefore must be used responsibly both inside and outside the company.

The company provides its employees with IT assets that are necessary for the development of business activities. The inappropriate use of these assets may generate risks on the confidentiality, integrity and availability of the information, and may affect the continuity of the business

Both digital identity and IT assets are intended to be used only for the company's activities.

The company reserves the right to supervise and review the use of the digital identity it provides, as well as all IT assets it owns, in order to ensure proper operational performance, as well as compliance with this policy. For these purposes, the current standards are taken into account, according to local, provincial and national laws, as well as the policy PFE-GEN- 0005 (PROFERTIL S.A. CODE OF ETHICAL CONDUCT) with emphasis on the preservation of privacy.

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The following are examples of activities that are considered unacceptable by the company:

1. Sharing or disclosing user accounts and/or their passwords.
2. Using Company-provided IT assets and/or digital identity to transmit information that could damage the Company's image or reputation.
3. Exporting software or disclosing Company information without proper authorization from the Systems Department and the Data Owner.
4. Accessing unauthorized information.
5. Introducing malicious software inside the IT assets.
6. Generating security violations against the Company's IT assets or those of third parties.
7. Violating or breaching access mechanisms and/or security controls.
8. Executing any form of port scanning, vulnerability or network monitoring.
9. Sending unsolicited spam or junk e-mail, chain e-mails.
10. Violating the intellectual property rights of any person or company, for example, copying, distributing or installing unlicensed software products.
11. Connecting devices that do not comply with the company's security standards.

## 6. FLOW CHART

N/A

## RELATED PROCEDURES

### Related procedure

[PFE-GEN-0005 CODIGO DE CONDUCTA ETICA DE PROFERTIL S.A.](#)

## EXTERNAL REFERENCES

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**ANNEXES**

N/A

**DISTRIBUTION LIST**

Corporate distribution