Mesiperä

Corporate ID: 3134786-7

Attachment 1B: Safety of personal data in accounting agencies

Identification of client and handover of data

The representatives of client are identified before providing services, and identification information is recorded according to AML laws.

When handing over data to client, best practice in accounting agencies and agreed upon identification and handing receipt methods will be used.

Control of user permissions and password control

Only personal passwords / login credentials are used for data access.

Passwords, PIN-codes or other such are kept in a secure environment.

Two-factor authentication is used whenever possible.

All systems containing confidential information are locked behind a password or other similar barrier.

Control of information and protection targets

Papers containing personal- and/or client information are destroyed in a manner conductive to data safety.

Information in digital form, for which there is no further use or reason to archive, is handed over to the client or destroyed.

Safety of computers and mobile devices

Regular safety updates are being applied.

Safety of premises

Client meetings at the accounting firm's office are avoided. Whenever third parties are present, IT devices are locked behind a password.

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