



PREMIER PRINTING LTD.

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PREMIER PRINTING CLIENT DATABASE SECURITY POLICY

The security of our clients' data is a top priority concern for Premier Printing. We take great care to maintain and safeguard the security, integrity and confidentiality of the data (any job-related files and databases) supplied by our clients. The following elements comprise our attention to data security:

1. Premises

Premier Printing operates in a card-locked environment. The premises and card-locks are actively monitored by computer. Additionally, our entire plant is electronically secured and monitored by ADT, an internationally recognized security company.

2. Backup & Redundancy

All our critical and prepress files are backed up daily to prevent unnecessary and unexpected loss. Critical systems are supplied power through a state-of-the-art, messaging uninterruptible power supply (UPS battery backup). All original customer databases and files are archived internally. Additionally, Premier Printing retains an encrypted and secured offsite backup set of all critical data.

3. Employees

Premier Printing strives to keep to a minimum the number of employees that have access to client databases. These employees understand the importance of keeping data integrity and confidentiality.

4. Copies

With the exception of element #2 above, Premier Printing also strives to keep to a minimum the number of copies of clients' databases required to produce a job. For mailing databases, normal procedure includes retention of the original database, a validated and/or sorted postal version, and a working version for application according to job requirements.

5. Data Transfer & Accessibility

As a rule Premier Printing does not allow any customer databases to leave the premises, electronically or otherwise. When databases must be transferred via internet, Premier will utilize the method (encrypted or not) of transfer used or requested by the client.

6. Network

Computer networking consists of cabled as well as wireless configurations. The wireless network is WPA/WPA2 encrypted with access restricted by Access Control Lists and the local network is password protected to restrict access to authorized personnel. Wide area networking is managed by an enterprise-grade firewall appliance with multiple security zones. Two levels of virus threat technologies are in place to protect and secure data.

7. Privacy

Premier Printing complies with the Privacy Act. We will not sell, transfer or distribute client data without first receiving written permission from the respective client and applying the pertinent parameters of the Privacy Act.