



Quidlab Information Security Management
and
Data Protection Policy
for
E-Meeting & Voting System
&
Video Conferencing System

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Change Control

Version	Author	Approved By	Date	Remark
1.0.0	QSM	CEO	5 th May 2020	Baseline document
1.0.1	QSM	CEO	1 st Sept 2020	Changes in Privacy policy which added separately at end of this section. Making it clear distinction between data retention policy for customer provided data & portal user data collected by quidlab

Objective

Provide customers with assurance that the E-Meeting & Voting system and Video Conferencing System provided by Quidlab shall be managed effectively, securely and responsibly.

Provide assurance that the customer's informational assets shall be protected against all internal, external, deliberate and accidental threats.

Where Quidlab installed systems necessarily interface with existing customer systems and networks this document shall provide additional assurance that the Quidlab system shall not adversely affect existing networks and systems and existing systems shall not adversely affect the Quidlab system.

Please note this plan does not fully detail what the customer should do to implement their own Information Security Management System. This plan details only the Quidlab owned systems and services that delivered and where those systems/people communicate with the systems at the customer site or utilize the informational assets of the customer.

This is a public document mandatory for all employees to read and comply. All customers, suppliers and other stakeholders are encouraged to read.

Purpose

Confidentiality:

Ensuring that information is accessible only to those authorized to have access

Integrity:

Safeguarding the accuracy and completeness of information

Availability:

Ensuring that authorized users have access to information when required

Security & Data protection Policy

- Management's commitment to support the policy
- Management shall ensure documented procedures are provided as far as possible. Procedures which are not documented are accepted if communicated to employees in form of training and proof of training is maintained and documented.
- The Policy ensures that
 - Asset Management is maintained
 - Access control procedures are followed
 - Data encryption procedures are followed
 - Creating physical and environmental security
 - Information shall be protected against unauthorized access
 - Confidentiality of information shall be assured
 - Integrity of information shall be maintained
 - Availability of information for business processes shall be maintained

- Legislative and regulatory requirements shall be met
- Business continuity plans shall be developed , maintained and tested
- Informational security training shall be available for all employees
- All actual or suspected information security breaches shall be reported to the management and shall be thoroughly investigated.
- Business requirements for availability of information and systems shall be met
- Company Authorized person is responsible for maintaining the policy and providing support and advice during its implementation.
- All managers are directly responsible for implementing the policy and ensuring staff compliance in their respective departments.
- Compliance with the information security policy is mandatory.

Scope

Scope of this policy covers Quidlab E-Meeting & Voting System and Quidlab Video Conference System including future modules pertaining to E-Meeting & Video Conferencing only.

Overview

Quidlab E-Meeting & Voting System and Quidlab Video Conference System are presently provided two different offerings as Software as Service (SAAS). Quidlab E-Meeting & Voting System is main offering specially designed for shareholders meetings where as Quidlab Video Conference System can be used for general E-meetings.

Security Management & Data Protection Policies

Management ensures security management procedures are developed, communicated and understood by all relevant employees. Procedures can be in form of written manuals, trainings and other management communication e.g. by email.

These procedures must include at least following:

Asset Management Policy

In managing the assets belonging to Quidlab, we are committed to maintain procedures & records of :

- Inventory of Assets
- Ownership of Assets
- Acceptable Use of Assets
- Return of Assets
- Classification of Information including personal data
- Handling of Assets
- Management of Removable Media
- Disposal of Media
- Physical Media Transfer

Access control Policy

In managing the Access Control we are committed to maintain procedures & records of :

- Access to Networks and Network Services
- User Registration and Deregistration
- User Access Provisioning
- Management of Privileged Access Rights
- Management of Secret Authentication Information of Users
- Review of User Access Rights
- Removal or Adjustment of Access Rights

Data encryption

In managing the Data encryption we are committed to maintain procedures & records of :

- Data is encrypted at rest and in transit
- Data is encrypted End-to-End

Creating physical and environmental security

In managing the Physical and environmental security we are committed to maintain procedures & records of :

- Creating physical and environmental security procedures must include at least
- Creating Physical Security Perimeter
- Physical Entry Controls
- Protecting against External & Environmental Threats
- Working in Secure Areas
- Delivery & Loading Areas

Operations Security

In managing the Operational security we are committed to maintain procedures & records of :

- Documented Operating Procedures or documented training sessions
- Change Management
- Capacity Management
- Separation of Development, Testing & Operational Environments

Security for data communication

In managing the Security for data communication we are committed to maintain procedures & records of :

- Security of non-electronic data communication
- Security of electronic data communication

Information Security Incident Management

In managing the Information Security Incident Management we are committed to maintain procedures & records of:

- Responsibilities & Procedures
- Reporting Information Security Events
- Reporting Information Security Weaknesses
- Assessment of & Decision on Information Security Events
- Response to Information Security Incidents
- Learning from Information Security Incidents
- Collection of Evidence

Information Security Aspects of Business Continuity Management

In managing the Information Security Aspects of Business Continuity Management we are committed to maintain procedures & records of:

- Planning Information Security Continuity
- Implementing Information Security Continuity
- Verify, Review & Evaluate Information Security Continuity

Information Security Risk management

In managing the Information Security Risk management we are committed to maintain procedures & records of:

- Identifying Risks
- addressing risks and opportunities
- Information security risk treatment

Management Review Policy

Our Management Review Policy requires:

- Review Policy & Procedures at least one per year & change if required
- Review Policy & procedures whenever there are significant changes to regulations & laws or standards within scope of policy

Data retention Policy

Our policy is to destroy all e-meeting data provided by customers after 15 days of meeting and when all reports are handed over to meeting organizer, Organizer may request us to keep data for a longer period upon written request.

Privacy Policy

Last updated: September 01, 2020

This Privacy Policy describes Our policies and procedures on the collection, use and disclosure of Your information when You use the Service and tells You about Your privacy rights and how the law protects You.

We use Your Personal data to provide and improve the Service. By using the Service, You agree to the collection and use of information in accordance with this Privacy Policy.

Interpretation and Definitions

Interpretation

The words of which the initial letter is capitalized have meanings defined under the following conditions. The following definitions shall have the same meaning regardless of whether they appear in singular or in plural.

Definitions

For the purposes of this Privacy Policy:

Account means a unique account created for You to access our Service or parts of our Service.

Company (referred to as either "the Company", "We", "Us" or "Our" in this Agreement) refers to Quidlab Co., Ltd.

Cookies are small files that are placed on Your computer, mobile device or any other device by a website, containing the details of Your browsing history on that website among its many uses.

Country refers to: Thailand

Device means any device that can access the Service such as a computer, a cellphone or a digital tablet.

Personal Data is any information that relates to an identified or identifiable individual.

Service refers to the Website.

Service Provider means any natural or legal person who processes the data on behalf of the Company. It refers to third-party companies or individuals employed by the Company to facilitate the Service, to provide the Service on behalf of the Company, to perform services related to the Service or to assist the Company in analyzing how the Service is used.

Third-party Social Media Service refers to any website or any social network website through which a User can log in or create an account to use the Service.

Usage Data refers to data collected automatically, either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit).

Website refers to Quidlab, accessible from <https://quidlab.com> or other urls when using Quidlab FoQus E-meeting or Video Conferencing Service

You means the individual accessing or using the Service, or the company, or other legal entity on behalf of which such individual is accessing or using the Service, as applicable.

Collecting and Using Your Personal Data

Types of Data Collected

Personal Data

While using Our Service, We may ask You to provide Us with certain personally identifiable information that can be used to contact or identify You. Personally identifiable information may include, but is not limited to:

Email address

First name and last name

Phone number

Address, State, Province, ZIP/Postal code, City

Usage Data

Usage Data

Usage Data is collected automatically when using the Service.

Usage Data may include information such as Your Device's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Service that You visit, the time and date of Your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

When You access the Service by or through a mobile device, We may collect certain information automatically, including, but not limited to, the type of mobile device You use, Your mobile device unique ID, the IP address of Your mobile device, Your mobile operating system, the type of mobile Internet browser You use, unique device identifiers and other diagnostic data.

We may also collect information that Your browser sends whenever You visit our Service or when You access the Service by or through a mobile device.

Tracking Technologies and Cookies

We use Cookies and similar tracking technologies to track the activity on Our Service and store certain information. Tracking technologies used are beacons, tags, and scripts to collect and track information and to improve and analyze Our Service.

You can instruct Your browser to refuse all Cookies or to indicate when a Cookie is being sent. However, if You do not accept Cookies, You may not be able to use some parts of our Service.

Cookies can be "Persistent" or "Session" Cookies. Persistent Cookies remain on your personal computer or mobile device when You go offline, while Session Cookies are deleted as soon as You close your web browser.

We use both session and persistent Cookies for the purposes set out below:

Necessary / Essential Cookies

Type: Session Cookies

Administered by: Us

Purpose: These Cookies are essential to provide You with services available through the Website and to enable You to use some of its features. They help to authenticate users and prevent fraudulent use of user accounts. Without these Cookies, the services that You have asked for cannot be provided, and We only use these Cookies to provide You with those services.

Cookies Policy / Notice Acceptance Cookies

Type: Persistent Cookies

Administered by: Us

Purpose: These Cookies identify if users have accepted the use of cookies on the Website.

Functionality Cookies

Type: Persistent Cookies

Administered by: Us

Purpose: These Cookies allow us to remember choices You make when You use the Website, such as remembering your login details or language preference. The purpose of these Cookies is to provide You with a more personal experience and to avoid You having to re-enter your preferences every time You use the Website.

For more information about the cookies we use and your choices regarding cookies, please visit our Cookies Policy or the Cookies section of our Privacy Policy.

Use of Your Personal Data

The Company may use Personal Data for the following purposes:

To provide and maintain our Service, including to monitor the usage of our Service.

To manage Your Account: to manage Your registration as a user of the Service. The Personal Data You provide can give You access to different functionalities of the Service that are available to You as a registered user.

For the performance of a contract: the development, compliance and undertaking of the purchase contract for the products, items or services You have purchased or of any other contract with Us through the Service.

To contact You: To contact You by email, telephone calls, SMS, or other equivalent forms of electronic communication, such as a mobile application's push notifications regarding updates or informative communications related to the functionalities, products or contracted services, including the security updates, when necessary or reasonable for their implementation.

To provide You with news, special offers and general information about other goods, services and events which we offer that are similar to those that you have already purchased or enquired about unless You have opted not to receive such information.

To manage Your requests: To attend and manage Your requests to Us.

We may share your personal information in the following situations:

With Service Providers: We may share Your personal information with Service Providers to monitor and analyze the use of our Service, to contact You.

For Business transfers: We may share or transfer Your personal information in connection with, or during negotiations of, any merger, sale of Company assets, financing, or acquisition of all or a portion of our business to another company.

With Affiliates: We may share Your information with Our affiliates, in which case we will require those affiliates to honor this Privacy Policy. Affiliates include Our parent company and any other subsidiaries, joint venture partners or other companies that We control or that are under common control with Us.

With Business partners: We may share Your information with Our business partners to offer You certain products, services or promotions.

With other users: when You share personal information or otherwise interact in the public areas with other users, such information may be viewed by all users and may be publicly distributed outside. If You interact with other users or register through a Third-Party Social Media Service, Your contacts on the Third-Party Social Media Service may see Your name, profile, pictures and description of Your activity. Similarly, other users will be able to view descriptions of Your activity, communicate with You and view Your profile.

Retention of Your Personal Data

The Company will retain Your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use Your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies. This clause applies to users visiting our websites or FoQus portals directly or indirectly and who are not direct customers of FoQus System.

Data provided by FoQus customers to be used for FoQus E-meeting and voting is to destroy 15 days of meeting and when all reports are handed over to meeting organizer, Organizer may request us to keep data for a longer period upon written request.

The Company will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of Our Service, or We are legally obligated to retain this data for longer time periods.

Transfer of Your Personal Data

Your information, including Personal Data, is processed at the Company's operating offices and in any other places where the parties involved in the processing are located. It means that this information may be transferred to — and maintained on — computers located outside of Your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from Your jurisdiction.

Your consent to this Privacy Policy followed by Your submission of such information represents Your agreement to that transfer.

The Company will take all steps reasonably necessary to ensure that Your data is treated securely and in accordance with this Privacy Policy and no transfer of Your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of Your data and other personal information.

Disclosure of Your Personal Data

Business Transactions

If the Company is involved in a merger, acquisition or asset sale, Your Personal Data may be transferred. We will provide notice before Your Personal Data is transferred and becomes subject to a different Privacy Policy.

Law enforcement

Under certain circumstances, the Company may be required to disclose Your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

Other legal requirements

The Company may disclose Your Personal Data in the good faith belief that such action is necessary to:

Comply with a legal obligation

Protect and defend the rights or property of the Company

Prevent or investigate possible wrongdoing in connection with the Service

Protect the personal safety of Users of the Service or the public

Protect against legal liability

Security of Your Personal Data

The security of Your Personal Data is important to Us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While We strive to use commercially acceptable means to protect Your Personal Data, We cannot guarantee its absolute security.

Links to Other Websites

Our Service may contain links to other websites that are not operated by Us. If You click on a third party link, You will be directed to that third party's site. We strongly advise You to review the Privacy Policy of every site You visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

Changes to this Privacy Policy

We may update our Privacy Policy from time to time. We will notify You of any changes by posting the new Privacy Policy on this page.

We will let You know via email and/or a prominent notice on Our Service, prior to the change becoming effective and update the "Last updated" date at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

Contact Us

If you have any questions about this Privacy Policy, You can contact us:

By email: info@quidlab.com