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Keywords' Information Security & Privacy Frameworks	Department: **Information Security**
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To be read in conjunction with:

Document History

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Nov 2023	1.2	Minor updates	Alec Barea

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1. SUMMARY

Keywords information Security Program is managed by the Global Information Security & Privacy department, to ensure on going protection and monitoring of Keywords globally. This dedicated organization is managed by the Global Information Security Director who reports to the Chief Digital Information Officer.

2. THE GLOBAL INFORMATION SECURITY & PRIVACY TEAM

The team is composed of experienced information security professionals with local presence in North America, Europe and Asia.

The department develops and implements state-of-the art security capabilities to protect the corporation from risks related to cybersecurity. This includes:

- Managing the Security & Privacy framework
- Monitoring of Keywords Studios' information systems and infrastructure
- Security & Privacy incident management
- Raising employee awareness
- Client Security & Privacy assessments
- Testing of internal privacy and security controls

3. THE INFORMATION SECURITY & PRIVACY FRAMEWORKS

Information security and Privacy policies are based on the NIST Cyber Security Framework and the NIST Privacy Framework.

The global Information Security & Privacy framework is made of policies, guidelines and procedures, covering industry best practices. All studios must adhere to this framework.

It covers topics such as:

- General Ownership and Usage
- User Accountability and Responsibility
- Access Management
- Information Classification and Protection
- Device Protection
- Email and Internet Use
- Social Media and Other Platform Use
- Monitoring
- Incident Reporting
- Asset Management
- Access Management
- Operations Security
- Information Protection
- Logging and Monitoring
- Personnel Security
- Incident Management
- Business Continuity & Disaster Recovery
- Cyber Risk Management
- Third-Party and Cloud Security
- Physical and Environmental Security
- Data breaches
- Data protection

4. COMPLIANCE CHECKS

The framework incorporates compliance checks to ensure studios meet the Keywords standard security posture.

Supplementary penetration tests are executed as necessary, in addition to compliance assessments performed by 3rd parties on an ongoing basis.

In addition to the Keywords Studios' internal security processes, external clients assess our security posture on a regular basis at a rate of over 150 times per year.

Several studios hold and maintain, or are in the process of acquiring, information security and privacy related certifications, including, but not limited to: Trusted Partner Network (TPN), Supplier Security and Privacy Assurance (SSPA), PCI-DSS, ISO 27001, SOC-2, NP3.

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