

## IT SECURITY - RULES AND PROCEDURES

January 1, 2021

INTRATONE BV

### Introduction

This document describes the security rules and procedures applicable to the architecture of INTRATONE brand access control and intercom management platform website: <https://intratone.info> .

These rules and procedures aim to ensure the safeguarding of customer data as well as to provide protection from possible attacks (hacking, destruction of data or intentional modification).

### General information

The site is hosted on the Roubaix data-center of OVH ([www.ovh.com](http://www.ovh.com)). OVH is an ISO/IEC 27001 certified company.

It is managed by COGELEC's IT department as follow:

- 1 dedicated administrator in charge of maintenance and monitoring.
- 2 alternate administrators able to stand in when the principle administrator is absent.

COGELEC SA, registered with the French Trade Register of La Roche-Sur-Yon under number 433 034 782, whose premises are located at 370 rue de Maunit, 85290 Mortagne- sur-Sèvre in FRANCE. COGELEC is the headquarter of Intratone BV, located at Kuiperbergweg 40, 1101 AG Amsterdam, NETHERLANDS.

### Administration

The administrator performs the following tasks:

- Updating all system layers with the latest security patches.
- Monitoring system status in terms of memory, CPU and disks. To do this, he is assisted by monitoring tools that report any anomalies there may be.
- Monitoring the various tasks relating to system and data backups (see "Replication and backups").

### Replication and Backups

Data from the Web server is fully replicated on a twin server at COGELEC headquarters in Mortagne Sur Sèvre. This server is hosted on NUTANIX architecture which, in turn, is backed up on a third site located in Nantes.

The 2 twin NUTANIX architectures (Mortagne and Nantes) are part of COGELEC's Disaster Recovery Plan (DRP). This DRP is tested once a year by the COGELEC's IT department.

In addition, the replicated data is saved weekly as follows:

- A complete, encrypted backup every Sunday evening.
- An incremental, encrypted backup for the 6 remaining days of the week.

In total, the last **26 weeks** are saved in the NUTANIX infrastructure, itself saved on a NAS located in the secure network of COGELEC in Mortagne sur Sèvre.

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### **Computer rooms and access control**

All NUTANIX and NAS servers are installed in dedicated computer rooms.

These rooms are air-conditioned 24 hours a day and fireproof; access is managed exclusively by COGELEC's IT department. Only authorized persons can access them. The 2 sites are protected by alarms with remote monitoring outside working hours.

### **Safety precautions and ISO 27001 certification**

COGELEC uses 2 specialized companies, both well-established in the field.

- DIGITEMIS, 2 rue Robert Schuman, 44408 Rezé.
- SYNACKTIV, 5 boulevard Montmartre 75002 Paris

Since 2017, they have provided support to COGELEC on security issues: analysis of architecture and risks, advice and audits.

In mid-2018, COGELEC launched its ISO 27001 certification process with a view to obtaining this in 2021.

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