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SIMPLY MAKING GREAT IMPRESSIONS

PREMIER PRINTING PREMISES & DATA SECURITY SUMMARY

Sufficiently managing the security of our premises and clients' data is a top-priority concern for Premier Printing. We take great care to maintain and safeguard the security, integrity and confidentiality of both and provide the following general assurances:

1. Premises
Premier Printing operates in a card-locked environment. The premises and card-locks are actively monitored by computer. Additionally, both of our manufacturing premises are under external and internal video surveilllance and are electronically secured and monitored by BIL Security. Security of our data and server systems is managed jointly with AvenirIT.

2. Backup & Redundancy
All our critical and prepress files are backed up daily to prevent unnecessary and unexpected loss. Critical systems, including all office, communications and server systems, are supplied power through an messaging uninterruptible power supply (UPS battery backup) and backup generator controlled via an automatic transfer switch. 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
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. All devices that are permanently located are provided a wired connection. For wireless clients, network connections are WPA2-encrypted with access control lists and the local networks are 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.