

## **GENERAL INFORMATION SECURITY POLICY**

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### **Introduction**

This General Policy establishes the criteria and essential guidelines for the management, custody and use of information and properties associated with treatment thereof.

The Information Security is understood as the preservation of the confidentiality, integrity, and availability of the information and its protection against multiple threats, so as to minimize damages, ensure its continuity, and maximize the investment return and business opportunities.

### **DCV has established and considered the following policies:**

1. The information is for DCV a valuable asset that must be managed under the highest security standards.
2. The information is a strategic factor in DCV development and success; consequently, the whole organization should be actively involved in the protection thereof.
3. The Information Security is considered a necessary attribute in the services provided by DCV.
4. The information is considered a key resource for business management and operation.
5. Everybody is responsible for the Information Security, whatever the position held in the company.
6. The importance of the information for the business is classified in accordance with valuation criteria.
7. Access to the organization information by individuals or entities will be in accordance with the information classification and the protection provisions expressly established in the current regulations.

8. The organization is committed to comply with the current regulations and standards regarding the confidentiality and privacy of the information on its clients, stakeholders and shareholders.
9. The outsourcing personnel, stakeholders and vendors providing services for the Company will only have access to the information they have been authorized for in accordance with their functions and the information classification.
10. Employees and stakeholders are responsible for notifying any situation or activity affecting the security of the information assets.
11. The adequate awareness and training of personnel in information security issues is considered a priority by the organization.
12. This General Policy gives way to a number of specific security policies and tools.
13. The Information Security Policies will apply, disregarding the information means, systems or methods (databases, magnetic backups, prints, Internet, other).
14. The corporate Safety Committee will be responsible for the management, implementation and control of the information security.
15. The compliance of the Information Security Policies will be duly controlled as defined by the Company.
16. The failure to comply with this Policy will be considered a fault and may be punished according to its severity prior assessment of its intention, impact and damage to DCV.
17. DCV will create the conditions so that the information assets will be continuously available for use by clients and users in their daily activities.



## CHANGE CONTROL

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		No comments	01-11-2010	Mario Leiva
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