

Check to verify if you and/or your existing vendor are in full compliance with the technical specifications as governed by articles 36-39 of the “Protection of Personal Data act of August 29,1997” (Journal of Laws No. 133, item 883). Prografix’s ISO certified procedures protects our client from the severe legal penalties arising from non-compliance.

Topic	Yes	No	Prografix’s solution
1) The company’s database security officer has implemented the following technical and organizational means to ensure the protection of the processed personal data.			
a) The data processing center and the processed data are in separate areas, both with limited access			Data processing and warehousing are carried out in separate restricted areas
b) area access is controlled by an electronic access system			All entry to restricted area is registered electronically and access given only via an electronic key.
c) The presence of an unauthorized persons in the area is permitted only when accompanied with an authorized person, or when the database security officer, or a person authorized by the a database security officer , has given consent.			Unauthorized persons are registered and accompanied by database security officer.
d) The building and/or rooms in which personal data is processed are locked during absence of authorized staff in a manner precluding third party access.			Rooms are locked and continuously monitored via camera 24/7 by security service
e) All equipment and IT systems used for data processing powered by electricity are protected from the loss of data, caused by power supply failure or by interference in the supply network.			Prografix has two separated power transformers in addition to UPS’s on all related equipment

Topic	Yes	No	Prografix's solution
f) All equipment, disks other data carriers containing personal data will have all personal data removed prior to disposal., in the event this proves impossible, they will be damaged in a manner preventing access to personal data.			Governed by ISO certified protocols
g) All equipment, disks or other IT data carriers containing personal data, that will be transferred to other entity that is unauthorized to receive personal data, will have all personal data erased prior to transfer			Governed by ISO certified protocols
h) All equipment, disks or other IT data carriers, that are to be repaired, will have all data erased prior to repair, or they will be repaired under supervision of a person authorized by the database administrator.			Governed by ISO certified protocols
i) Any printouts containing personal data that that are intended for disposal will be destroyed in a manner precluding their reading			All documents, including returned mail, are first shredded and then burnt
j) backup copies and archives will be stored in a fireproof safe in a specially separated limited access area.			In addition to this, Prografix makes an entire system back-up weekly and deposits in bank vault
k) backup copies will be periodically checked and are properly disposed of when they are outdated/updated			Governed by ISO certified protocols
l) Data carriers and printouts with personal data which are not intended for current use will be archived in a manner precluding access of unauthorized persons			Access to archives is registered electronically and monitored 24/7 with camera
m)The display screens of work stations with access to personal data shall be automatically blanked and blocked when the administrator defined period of inactivity lapses.			Governed by ISO certified protocols

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n) In rooms where non-authorized persons can be present, the personal data work station monitors should be placed in a manner preventing these persons ability to look at the data.			Governed by ISO certified protocols
o) Usage of antiviral software will scan all files after the system is started and while the files are read or saved.			All work stations and servers possess the latest anti-virus software
p) firewall software shall be used to prevent unauthorized access into the corporate network			Both software and hardware solutions

Topic	Yes	No	Prografix's solution
2) Only persons authorized by the data administrator are allowed to use the IT system and its equipment employed for data processing.			Governed by ISO certified protocols
a) The IT system for processing personal data features user identification and data access control mechanisms			Governed by ISO certified protocols
b) The data administrator or a person authorized by him determines a separate user name and a password for every user of the IT system for processing personal data.			Governed by ISO certified protocols
c) The direct access to the personal data processed in the IT system may only take place after the user name and the correct password are supplied.			Governed by ISO certified protocols
d) The user password is changed once a month.			Governed by ISO certified protocols
e) The user name is unique and is not granted to any other persons.			Governed by ISO certified protocols
f) The user passwords, giving access to the IT system, are kept secret, even after they expire.			Governed by ISO certified protocols
g) The password of a person, who lost personal data access authorization, shall be cancelled immediately,			Governed by ISO certified protocols

Topic	Yes	No	Prografix's solution
and steps shall be taken to preclude the person from any further access to data			

Topic	Yes	No	Prografix's solution
3) The database administrator shall control what personal data, when and by whom are entered into the database and to what entity they are transferred.			
a) The IT system (data capture system) shall provide the following: information regarding every personal record: <ul style="list-style-type: none"> • Date of the initial data entry • The source of data • The identity of the person entering the data • Information as to whom, when and in which scope the data was made available 			All issues built into Prografix's propriety data capture program
b) The IT system used for personal data processing presents the data processed, along with the information above, in an intelligible form			If the person wishes to view his/her personal data, Prografix can print a "screen shot" of all relevant data

Topic	Yes	No	Prografix solution
1) The persons having access to personal data are recorded on a list and obliged to keep secret.			Governed by ISO certified protocols
a) The database security officer keeps a record of people employed with data processing.			Governed by ISO certified protocols
b) Each employee working with personal data shall have a clearly defined scope of activity outlining the employees responsibility concerning : <ul style="list-style-type: none"> • protection of data from unauthorized access, • unwarranted modification or destruction, • illegal disclosure 			Prografix's HR department carefully screens all employees prior to employment in data sensitive activities
c) Every worker employed with data processing shall be acquainted with regulations concerning the			All employees at Prografix are trained concerning the act, level of training is dependent upon their position

Topic	Yes	No	Prografix solution
personal data protection act prior to working with data			
d) The persons having access to personal data are obligated to keep them in secret while employed and employment termination			Prografix employees' contract agreement contains all relevant clauses.