

## Communication Channel for Information Security Issues

Dear customers, partners and suppliers of Process Fellows,

This document aims at the handling of potential information security incidents at Process Fellows. We would like to inform you about some communication channels that we offer. This document is meant to have an information character.

Information security is a central topic which importance is even increasing. Process Fellows has great respect for the protection of all data, no matter if it is from customer, supplier or internal source, and we invest substantial efforts to handle all types of data with a maximum of care and to ensure a maximum of security.

Should you ever need to report a potential information security incident to us, please use this central email distributor:

[is@processfellows.de](mailto:is@processfellows.de)

Should it be a highly urgent matter, you may also give us a phone call:  
+49 170 6310227      Florian Schmitt (Information Security Officer)

Such incidents might be that you have an indication of events or observations that

- compromise Process Fellows IT infrastructure (e.g. attacks, vulnerabilities)
- affect potential misbehavior of Process Fellows employees, or of any Process Fellows partners that might affect our security
- indicate loss of Process Fellows equipment, e.g. theft of Process Fellows computers

We also want to encourage you to also contact us if you are not totally sure but find something strange. We prefer to analyze a "false positive" to a delayed recognition of a potential incident that could have been identified earlier.

Also, we want to request you to also inform us if you should have to handle any incidents within your own infrastructure that might potentially also affect us. You can use the same email address for this.