

DE BEERS BENEFIT SOCIETY

SOCIETY POLICY DOCUMENT

INFORMATION TECHNOLOGY

Revision no	Review cycle	Effective date
003	At least every two years	8 December 2022



A registered medical scheme
Registration no. 29/4/2/1068

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1. PURPOSE

The Society is committed to the principles of good governance which includes the protection of information and the need for effective information security management in order to:

- 1.1 prevent the loss or misuse of Society and members' personal information;
- 1.2 ensure the Society meets its legal, regulatory, ethical and contractual obligations, especially with regard to confidential and personal information; and
- 1.3 instil a culture of secure working practices.

2. SCOPE

The policy applies to the employees of the Society, whether employed on a permanent or temporary basis, who make use of the Society's Information Technology (IT) resources to conduct Society business.

3. RESPONSIBILITIES AND AUTHORITY

Designation	Responsibility
Board of Trustees	<ul style="list-style-type: none"> • To approve this policy and revisions on the recommendation of the Audit and Risk Board Committee.
Audit and Risk Board Committee	<ul style="list-style-type: none"> • To review and recommend the policy and revisions to the Board of Trustees for approval.
Principal Officer	<ul style="list-style-type: none"> • To take ownership of the policy and provide interpretations as required; • To ensure that the policy is implemented and regularly updated, as appropriate; and • To promote and ensure compliance with this policy by all concerned.
Line Mangers, Heads of Departments and Supervisors	<ul style="list-style-type: none"> • To ensure employees are aware of and adhere to this policy; • To ensure that the associated policies are applied in their departments and to advise the IT Administrator of any deviations; and • To advise the IT Administrator of any matters that may result in non-compliance with this policy or changes in the business environment that may impact on this policy.
IT Administrator	<ul style="list-style-type: none"> • To advise the Principal Officer of any non-compliance with the policy; • To draft and regularly review of the policy in the context of the De Beers Group Information Management (IM) policies in consultation with Society Management; • To align the policy to associated organisational policies and procedures, as well as regulatory requirement and provision; and • To ensure that the latest up-to-date De Beers Group IM policies are available on the Society's Policy Portal and Trustee website.

Any matter concerning information technology not provided for in this policy must be referred to the Principal Officer who may in consultation with the Chairpersons of the Audit and Risk Board Committee and the Board exercise his/her discretion in dealing with the issue prior to reporting the matter at the next scheduled meeting of the Board, along with any proposed policy changes, if appropriate.

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4. RELATED DOCUMENTS

This policy has been implemented and should be considered in conjunction with the following Society policies and procedures:

- 4.1 Conditions of Employment Policy;
- 4.2 Information Management Policy and Procedure;
- 4.3 Clean Desk Policy;
- 4.4 Society Code of Conduct;
- 4.5 Standard Operating Procedures (SOP's);
- 4.6 Confidentiality Policy;
- 4.7 Privacy Policy;
- 4.8 Incident Response Policy; and
- 4.9 IT Disaster Recovery Plan.

5. POLICY

5.1 This policy serves to confirm that the Society has adopted the following relevant De Beers Group IM policies:

- 5.1.1 Global IM Acceptable Use Policy
- 5.1.2 Global IM Antivirus and Malware Policy
- 5.1.3 Global IM Company Device Policy
- 5.1.4 Global IM Computer User Agreement
- 5.1.5 Global IM Email and Internet Usage Policy
- 5.1.6 Global IM Hardware Asset Policy
- 5.1.7 Global IM Information Security Policy
- 5.1.8 Global IM Logical Access Control Policy
- 5.1.9 Global IM Network and Wireless Security Policy
- 5.1.10 Global IM Personal or Non-De Beers Device Policy South-Africa
- 5.1.11 Global IM Remote Access Policy
- 5.1.12 Global IM Risk Management Policy
- 5.1.13 Global IM Vulnerability and Patch Management Policy
- 5.1.14 Global IM Cryptographic Usage Policy

5.2 References to the De Beers Group of Companies (De Beers) throughout these policies should be read as referring to the De Beers Benefit Society (the Society) and where reference is made to Anglo Business Assurance Services (ABAS) it must be read as the Society's Internal Auditors or External Auditors, as appropriate.

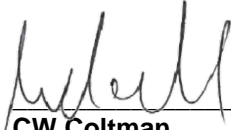
5.3 The policies listed in 5.1 may be accessed on the Society's Policy Portal (intranet), as well as on the Society's Trustee website.

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6. AUTHORISATION AND APPROVAL

Approved by Board of Trustees.



CW Coltman
Chairperson

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REVISION HISTORY

Revision no	Description	Date Reviewed	Date Approved	Minute no
001	New policy created	November 2019	5 December 2019	59.19.3
002	Annual review	November 2020	3 December 2020	58.20.1
003	Biennial review	November 2022	8 December 2022	