



DIGIPIXEL PTE. LTD.

Business Continuity Policy

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Created by:	Mr Dave Gurbani
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Change history

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1.

Purpose, scope and users

The purpose of this Policy is to define the objective, scope and basic rules for business continuity management.

This Policy is applied to the entire Business Continuity Management System (BCMS).

This policy covers all the information security aspects of business continuity management.

Users of this document are all employees of DigiPixel as well as all suppliers and outsourcing partners who have a role in the BCMS.

2. Reference documents

- ISO 22301 standard, clauses 4.1, 4.3, 5.2, 5.3, 6.2, 6.3 and 9.1.1
- ISO 27001 standard, clause A.5.29
- List of Legal, Regulatory, Contractual and Other Requirements
- Risk Treatment Plan
- Preparation Plan for Business Continuity
- Procedure for Corrective Action

3. Business Continuity Management

3.1. Purpose of business continuity management

The purpose of business continuity management is to identify potential threats to an organisation and the impacts to business operations those threats might cause, and to provide a framework for building organisational resilience with the capability of an effective response.

3.2. Links to general objectives and other documents

With the implementation of business continuity, DigiPixel Pte Ltd wants to fulfil its strategic objectives and no operations interruptions & maintain the confidence of customers that their data with DigiPixel Pte Ltd are safe from data breach.

Business continuity management is implemented compliant to requirements listed in List of statutory, regulatory, contractual and other requirements, and within the framework defined by the following documents:

- List of Legal, Regulatory, Contractual and Other Requirements

3.3. Setting business continuity objectives

Managing Director is responsible for setting the objectives for the whole BCMS and the method for measuring the achievement of those objectives – those objectives and methods are documented in ISMS Scope. Managing Director is responsible for reviewing those objectives at least once a year.

Actions to achieve these objectives will be determined in the Risk Treatment Plan, Preparation Plan for Business Continuity, corrective actions according to Procedure for Corrective Action, and Management Review.

3.4. Scope

Business Continuity Management System is implemented for the entire DigiPixel Pte Ltd with special attention paid to activities identified during Business Impact Analysis.

The organization's business locations included in the scope:

- 60 Kaki Bukit Pl, #08-16 Eunos Techpark, Singapore 415979

Organizational units included in the scope:

- Whole organisation

3.5. Key products and services

The following key products and services are provided by DigiPixel Pte Ltd within the scope defined in the previous section:

Web Development, App Development, Advertising and Marketing Related Goods & Services

Business continuity management must ensure that the above-mentioned products and services will recover to a predefined level.

All activities related to these products and services are listed in the Business Continuity Strategy.

3.6. Responsibilities for business continuity management

General responsibilities:

- Information and Cybersecurity Manager is responsible for ensuring that business continuity management is established and implemented according to this Policy, and for providing all necessary resources
- Information and Cybersecurity Manager is responsible for operational implementation and maintenance of the Business Continuity Management System, and for ensuring any needed changes to the BCMS are carried out in a planned manner

- The CEO / CTO must review the BCMS at least once a year or each time a significant change occurs, and prepare a review report. The purpose of management review is to establish the suitability, adequacy and effectiveness of the BCMS

Specific responsibilities:

- DPO is responsible for adopting and implementing the Training and Awareness Plan which applies to all persons who have a role in business continuity management
- Arrangements related to business continuity must be exercised and tested at least once a year using various methods in order to assess whether they can protect organizations' activities – for this purpose Information and Cybersecurity Manager must write an Exercising and Testing Plan which must be approved by top management; after each exercising and testing, Information and Cybersecurity Manager must prepare an Exercising and Testing Report
- Information and Cybersecurity Manager is responsible for adopting and implementing the BCMS Maintenance and Review Plan so that all BCMS elements are functional and up-to-date
- Each time a Business Continuity Plan, Recovery Plan or Incident Response Plan is activated, COO is responsible for reviewing the effectiveness of business continuity management
- DPO is responsible for monitoring nonconformities, false alarms, actual incidents, etc., and for raising preventive actions as required

3.7. Measurement

DigiPixel will measure the following:

1. Whether the objectives set according to this Policy are fulfilled – at least once a year, normally before the Management Review
2. Effectiveness and adequacy of business continuity plans – at frequency set in the Business Continuity Plan itself

DPO will prepare a report of measurement results, while analysis and evaluation of the results will be done at the Management Review.

3.8. Changes to the BCMS

DigiPixel will consider the following when performing the changes required to ensure the BCMS performs as expected and fulfil its objectives:

- Purpose and potential consequences of proposed changes
- Preservation of the integrity of the BCMS
- Resources available to perform changes
- Changes in responsibilities and authorities

3.9. Policy communication

The Managing Director has to ensure that all employees of DigiPixel as well as suppliers and outsourcing partners who have a role in the BCMS are familiar with this Policy.

3.10. Support for BCMS implementation

Hereby the General Manager, Tan Yong Li declares that all elements of BCMS implementation will be supported with adequate resources in order to achieve all goals and objectives set according to this Policy, as well as satisfy all identified requirements.

4. Validity and document management

This document is valid as of 11/09/2024

The owner of this document is the IT Manager, who must check and, if necessary, update the document at least once a year.

When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

- number of employees and suppliers/outsourcing partners who are not familiar with this document
- nonconformity of business continuity management with legislation and regulations, contractual obligations, and other internal documents of the organization
- ineffectiveness of BCMS implementation and maintenance
- unclear responsibilities for BCMS implementation

General Manager, DigiPixel Pte Ltd
Tan Yong Li

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