



## INFORMATION SECURITY POLICY STATEMENT

BFC Forms Service, Inc. located at 1051 North Kirk Road, Batavia, Illinois, provides integrated print management services including: commercial printing, variable data printing, digital printing, online management systems, inventory and fulfillment, and direct mail services of items such as brochures, flyers, mailers, postcards, catalogs, stationery, business cards, forms, etc.

BFC has recognized that the protection and privacy of information, whether it is our customers', employees', or our own is of utmost importance. Therefore, BFC has documented, implemented and shall maintain an Information Security Management System. The System is comprised of policies, procedures, objectives, and controls which BFC has determined are necessary to ensure that the information is protected. The System is based on the requirements of well known published information security standards. BFC is committed to consistently meeting these requirements along with any legal, statutory or contractual requirements. In doing so, our customers and employees can remain forever confident and satisfied with the handling of their information while under BFC's domain and control.

BFC first classifies information used for daily business processes based on its value, level of sensitivity and criticality, as well as any associated legal, statutory and contractual requirements. This includes information which may be confidential, private, and/or sensitive in nature such as credit card numbers, protected health information, personal identifying information, or intellectual property. We then apply appropriate controls to protect this information and to mitigate associated risks against current known threats and vulnerabilities and to ensure its availability for business continuity.

BFC does not sell information to third parties. Disclosure of information to third parties occurs only when necessary for the proper processing or handling of the information in order to complete a transaction or agreement of which the client or employee is aware and has authorized. We shall practice due diligence to protect released information by monitoring and verifying third party security controls prior to release of any information.

BFC will not tolerate any breach in security among our employees, third party service providers, or contractors. Any breach shall result in an immediate investigation and prompt action to mitigate the breach. Proper authorities and affected individuals will be notified in a timely fashion and any necessary actions will be taken to correct and minimize the situation.

The Information Security Management System and this policy statement has been approved and authorized for implementation and operation by:

Matthew Novak  
Vice President of Finance and Information Technology

7-20-10

Date