

Offices

Last updated by: QA Elin Lindblom
Date: 2023-06-27

How valuable is the information to Awave, and what level of protection is needed?

Explanation of classifications:									
A=serious	B=considerable	C=moderate	D=none or negligible						
Source	Information /type	Media /Format /Availability	Classification	Owner	Archive, how long	Measure	Checked, by who and when	Thinning, when	Ev of cc /C ini
Awave AB Office, Stockholm	<ul style="list-style-type: none"> Lease agreement Insurance Electricity and telephony Office machines Other equipment Various facility agreements 	Original documents in binders in Stockholm office (in safe).	B	CFO	Contract period + 7 years	Control and thinning according to annual schedule	Checked dec 2022, no changes during 2022	Checked dec 2022, no changes during 2022	
Awave AB Office, Stockholm - physical security	<ul style="list-style-type: none"> Keys/tags Alarm Camera surveillance system 	<ul style="list-style-type: none"> Lock, codes Sabotage alarm for alarm cabinet and alarm sensor + locked room Login credentials for privileged users 	B	CIO	Until further notice	Control and thinning according to annual schedule	Alarm checked 2023-05-30 bu Sthlm OA + CIO	Keys/tags thinned continuously according to offboarding routine.	Partly contr Stoc Cam surve will b list in
Awave SIA Office, Riga	<ul style="list-style-type: none"> Lease agreement Insurance Electricity and telephony Office machines Other equipment 	Original documents in binders in Riga office (in safe). All original documents digitized (Microsoft Teams).	B	CFO	Contract period + 5 years	Control and thinning according to annual schedule	Riga office manager, September 2022	September 2022	Delet to Riga
Awave AB Office, Riga - physical security	<ul style="list-style-type: none"> Keys/tags Alarm Camera surveillance system Fire protection instruction journal Information about working environment Information about local environmental compliance 	Original documents in binders in Riga office (in safe). All original documents digitized (Microsoft Teams) <ul style="list-style-type: none"> Lock, codes Sabotage alarm for alarm cabinet and alarm sensor + locked room Login credentials for privileged users 	C	Office manager, Riga	Until further notice	Control and thinning according to annual schedule	Riga office manager and COO, September 2022	September 2022	Empl digite that t the ir Infor upda need a rou docu /char as Ri mans send remir empl