



Security Policy

Technical and Organisational

BackOffice Outsourcing Sp. z o.o.
external version for clients and contractors
(compliant with ISO/IEC 27002:2023)

1. Introduction

BackOffice Outsourcing Sp. z o.o. has implemented the ISO/IEC 27002:2023 standard to ensure the highest level of information security and compliance with legislation and customer requirements. This document summarises the security measures implemented in a way that is understandable and transparent to customers.

2. Scope of application

The standard applies to all IT systems, correspondence management processes, data handling, electronic communication, document storage and processing and collaboration with service providers.

3. Key security measures

- Access management: only authorised persons have access to systems.
- Backups: regularly performed in external environments (iBard, nazwa.pl).
- Physical security: equipment and data are protected from unauthorised access.
- Incident response: the company has incident management procedures in place.
- Data protection in the cloud: ISO and RODO compliant safeguards.
- Supplier security: working only with reliable certified entities.

4. Systems and technologies

System / Supplier	Application	Certification / Security
COK (cok.com.pl)	Registration of correspondence	SSL, authorised access
name.pl	Hosting and archiving of scans	Backups, encryption, EU
iBard (Comarch)	Documentation backup	Safety certificates
Microsoft 365	Document handling and communication	Identity management, encryption
Koyto.pl / Webd.pl	Backup hosting	Safety standards

5. Audits and compliance

The company undergoes regular external audits. Processes and documentation are compliant with ISO 27001, ISO 22301 and RODO regulations. Safeguards are tested and kept up to date.

6. Information security policy

We pledge to protect customer data, apply security procedures, regularly train staff and be ready to respond to incidents. Our aim is to ensure the confidentiality, integrity and availability of information.

7. Contact and liability

<https://backofficeoutsourcing.es/en/contact/>