Information Security Policy

KELEMENIS & CO. LAW FIRM provides legal services to corporate clients who entrust us with their most sensitive information. Protecting this information is not only a legal and ethical obligation — it forms the foundation of the trust on which the Company is based.

To this end, the Administration establishes, implements, and continuously improves an Information Security Management System in accordance with the **ELOT EN ISO/IEC 27001:2022** standard and commits:

1. to protect the **confidentiality** of client information and strictly adhere to **attorney confidentiality**;
2. to ensure the **integrity** of documents, pleadings, and contracts so that they are accurate, complete, and authentic;
3. to ensure the **availability** of information and systems so that procedural and contractual deadlines are met;
4. to comply with legal, regulatory, and contractual requirements, especially the Lawyers' Code, the GDPR, and Law 4624/2019;
5. to systematically manage information security risks and implement measures according to the risk;
6. to set measurable information security objectives and monitor their achievement;
7. to provide access to information only on **the basis of a need for knowledge** and a minimum required right;
8. to train and raise awareness among all staff and partners;
9. to require its suppliers the same level of protection as its own;
10. to report, investigate, and draw lessons from each security incident;
11. to meet applicable information security requirements and **continuously improve** the ISMS.

Special Issues Policies

This Policy is further specified by Policies POL-02 through POL-13, which are approved by the Administration and binding on all staff and external partners.

Responsibilities

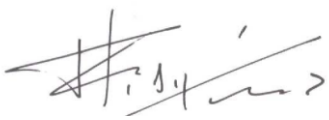
The Administration has the final responsibility. The Information Security Officer coordinates the implementation. **Each staff member** is responsible for adhering to the Policy and immediately reporting any incident or security vulnerability. Violating the Policy may result in disciplinary consequences.

Review and availability

The Policy is reviewed at least annually in the Management Review, communicated to all staff, posted in the central ISMS archive, and made available to interested parties upon request.

Athens, 06/10/2026

For KELEMENIS & CO. LAW FIRM



Ioannis Kelemenis – Managing Partner