



YMMOT PRIVACY AND DATA PROTECTION GUIDELINE

1, Purpose of the Guideline

This Guideline regulates the rules for the personal data protection, confidential information, access data and the security of the information systems of the YMMOT Group.

The Guideline applies to:

- employees.
- external cooperators.
- developers.
- administrators.
- suppliers.
- persons with access to YMMOT systems.

2, Confidential Information

The following are considered confidential in particular:

- personal data.
- business information.
- technical documentation.
- AI models.
- procurement data.
- login data.
- internal databases.
- source codes.
- security configurations.
- API and integration data.

3, Obligations of Authorised Persons

Every person with access to YMMOT systems is obliged to:

- maintain confidentiality.
- use data only within the scope of authorisation.
- not disseminate access data.
- use MFA.
- protect devices from misuse.
- report incidents immediately.
- comply with YMMOT security rules.



4, Passwords and Identification Data

The following is prohibited:

- sharing passwords.
- using shared accounts.
- writing down passwords without protection.
- transferring access to third parties without approval.

Recommended minimum:

- MFA;
- at least 6 characters;
- regular password changes at least every 3 months.
- separation of DEV / TEST / PROD environments.

5, Access Permissions

Access is granted according to the principle:

"minimum necessary permissions".

Each access must be:

- registered.
- approved.
- justified.
- revocable.

6. Incidents

Any security incident must be reported immediately to:

security@ymmot.eu



Incidents include:

- data leak.
- unauthorised access.
- device loss.
- theft.
- password compromise.
- suspicious activity,
- malware or phishing.
- games.

7. Liability

Breach of this policy may result in:

- withdrawal of access.
- termination of cooperation.
- compensation for damages.
- legal action.

8. Final Provisions

This guideline forms the basic YMMOT security framework for homepage, applications, AI systems, and future enterprise platforms.

Last update: jun 2026