



# Cybersecurity and Information Security Committee Manual

Information on the roles of the Information Security and Cybersecurity Committee

*Responsible Department: Cybersecurity Office*

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## Table of contents

1. Objective .....	3
2. Roles.....	3
3. Meetings.....	3
4. Security Committee Members.....	3
5. Decision Making Process .....	4
6. Notices and Minutes.....	4
7. Participation in Other Committees .....	4
8. Comprehensive Risk Management (CRM) Committee.....	4

## 1. Objective

The Cybersecurity and Information Security Committee aims to:

Provide from time to time regular guidance on the purposes and approaches of the Cybersecurity and Information Security Program, ensuring that it fulfills the purpose of mitigating the organization's cybersecurity risk at optimal levels in alignment with the organizational strategy and seeking compliance with regulations as required.

## 2. Roles

The main roles of the Cybersecurity and Information Security Committee are:

- To regularly monitor the development of the Cybersecurity and Information Security Strategic Plan
- To follow-up and promote Cybersecurity and Information Security Projects
- To monitor the development of the Cybersecurity and Information Security Culture Plan
- To promote the dissemination and awareness of Information Security in the Bank
- To find out about Cybersecurity and Information Security incidents, making subsequent decisions to improve the organization's security posture
- To approve action plans for information security risks that have an implementation time longer than the time defined in accordance with the IS risk methodology or whose approval is requested as a treatment strategy
- To pre-approve changes in Cybersecurity and Information Security Policies

## 3. Meetings

The Cybersecurity and Information Security Committee shall meet quarterly. Committee meetings may be required due to extraordinary circumstances or business needs, at the request of the Cybersecurity Manager or the Committee itself.

## 4. Security Committee Members

Committee members shall include the following positions:

- Vice President of Operations
- Vice President of Distribution Channels
- Vice President of Risks
- Vice President of Retail Business
- Commercial Vice President
- Vice President of Corporate and Legal Affairs
- Human Resource Development Manager
- Cybersecurity Manager

Invited members include:

- Operational Risk and Continuity Manager
- Central IT Manager
- IT Strategy and Transformation Center Manager

- Administration Manager
- Process Management and Transformation Manager
- Fraud Prevention Manager

## 5. Decision Making Process

- At least 60% of the members or their representatives must be present to hold a Committee meeting
- It shall always be necessary to have the participation of the chairperson or a representative
- For decision-making, consensus shall be sought among the members of the Committee; however, decisions shall be approved by more than 50 % of those present. In case a decision is approved by 50 % and disapproved by the other 50 %, the Chairperson shall make the decision

## 6. Notices and Minutes

Committee meetings shall be chaired by the Chairperson. The Cybersecurity Manager shall be responsible for proposing the agenda and decisions to be made, and writing, publishing and keeping the minutes on file.

## 7. Participation in Other Committees

The Cybersecurity Manager shall participate in the CRM Committee on a semi-annual basis to:

- Make reports on Cybersecurity and Information Security Management including:
  - The follow-up to the ISMS-C strategic plan
  - The follow-up of the Information Security training and culture plan
  - The approval of the Cybersecurity and Information Security Policy
  - The approval of the organization, roles and responsibilities for ISMS-C and the significant changes made on these points
  - The reporting of critical impact incidents and related actions to reduce impact.

## 8. Comprehensive Risk Management (CRM) Committee

The Comprehensive Risk Management (CRM) Committee shall have the following responsibilities related to Cybersecurity and Information Security management in the Bank:

- To approve the ISMS-C strategic plan and recommend actions
- To approve the Cybersecurity and Information Security Culture Plan to ensure that employees, the management team and the board of directors have the necessary skills in this field
- To promote risk culture and awareness for appropriate risk preventive measures

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## Change Control

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