

Economics

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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
Value Accounting AB (former Binette 24/7)	<ul style="list-style-type: none"> Client information Invoices Supplier invoices Bookkeeping /accounting 	Digitally (in 24/7 Office, managed by Value Accounting)	B	CFO	7 years	Control and thinning according to annual schedule	N/A (done by Value Accounting AB)	N/A (done by Value Accounting AB)	
Binette salary	<ul style="list-style-type: none"> Personnel information Salary information 	Digitally (Visma salary)	B	CFO	7 years	Control and thinning according to annual schedule	N/A (done by Value Accounting AB)	N/A (done by Value Accounting AB)	
Timetracker	<ul style="list-style-type: none"> Personnel information Timetracking what's been done for clients 	Backup	B	Each employee is responsible for their own tracking	Until further notice	Ongoing and quarterly	Ongoing, CFO (for invoices) and each employee	Ongoing and quarterly	CIO I when resig (offbc anon acco the e resig quart
Riga Latvia Invoices /receipts	<ul style="list-style-type: none"> Outgoing /incoming invoices Outgoing /incoming receipts 	Original documents in binders in Riga office (in safe only accessible for Riga office manager). All original documents have been digitized.	B	CFO	10 years	Control and thinning according to annual schedule	Riga administrated, ongoing	Riga administrated, ongoing	Dele; to off /adm Riga.
Riga Latvia Taxes	Tax reports	Digitally through Latvian State Revenue Service <ul style="list-style-type: none"> Electronic declaration system Tool of identification (e-signature) 	B	CFO	10 years	Control and thinning according to annual schedule	CEO MED Finance Riga /Office manager, Riga, checked monthly	August 2022	Dele; to off Riga.