# Responsible Disclosure Policy for Employees

At Stichting Montessori Onderwijs Zuid-Holland, the security of our systems is very important to us. However, despite our care for the security of our systems, vulnerabilities may sometimes occur. If you have found such a vulnerability in one of our systems, please let us know so that we can take immediate action. We would like to collaborate with you to better protect our users and our systems.

**We ask you:**

* To email your findings to avg@montessori-mzh.nl or call our privacy coordinator;
* Not to exploit the vulnerability, for instance, by downloading more data than needed to indicate the leak or by accessing, deleting, or modifying the personal data of third parties;
* Not to share the vulnerability with others before it has been resolved and to delete all confidential data obtained immediately afterwards;
* To refrain from attacks on physical security systems, social engineering, distributed denial of service, spam, or third-party applications;
* To provide sufficient information to reproduce the problem so that we can correct it as soon as possible. The IP address or URL of the affected system and a description of the vulnerability will usually be sufficient, but we may require more information for more complex vulnerabilities.

**What we promise:**

* We will respond to your report within 3 days with our assessment of the report and the date by which we expect to have resolved the issue;
* If you have complied with the above conditions, we will not take legal action against you in this matter\*;
* We will treat your report as confidential and not share your data with third parties without your consent unless we are bound to do so by law. You can use a pseudonym when reporting the vulnerability;
* We will keep you informed of the progress made in resolving the vulnerability;
* If you want us to, we will credit you with the discovery of the vulnerability when reporting on the matter. We aim to resolve any problems as quickly as possible, and we hope to be involved in any publication about the problem after it has been resolved.

\* Please note that our Responsible Disclosure Policy is not an invitation to perform an extensive scan of our network for vulnerabilities. The actions carried out in your research may be punishable by law. The fact that Stichting Montessori Onderwijs Zuid-Holland will not report you does not preclude criminal investigations into your actions or a criminal conviction.

Cc/by/3.0 NL

*Written by Floor Terra (responsibledisclosure.nl), adapted by Kennisnet and Stichting Montessori Onderwijs Zuid-Holland.*