TPRM Information Sheet

Third-Party Risk Management

Vendor Legal Name: RA CHETIRI PLYUS OOD (РА ЧЕТИРИ ПЛЮС ООД)
Company ID (UIC): 200751629
VAT Number: BG200751629
Registered Address: 24 Vasil Levski Blvd., Apt. 1, Sofia 1142, Bulgaria
Jurisdiction: Bulgaria, European Union
Services: Brand Strategy, Brand Design, Motion Design
Document Version: 3.0
Last Updated: February 2026

Vendor Risk Classification

Category	Classification	Rationale
Inherent Risk	**LOW**	Creative services only
Data Sensitivity	**LOW**	No customer or financial data
System Access	**LOW**	No access to production or internal systems
Regulatory Impact	**LOW**	Not a regulated financial entity

1. Vendor Overview

RA CHETIRI PLYUS OOD is a creative and strategic services provider delivering brand strategy, visual identity design, and motion design services. The company does not provide software development, hosting, infrastructure, or product UI/UX services.

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2. Data Access & Processing

RA CHETIRI PLYUS OOD processes only materials necessary to perform contracted creative services, including:

- Brand assets and guidelines
- Marketing and campaign materials
- Strategy and positioning documents

The company does **not** access, store, or process:

- Customer Personally Identifiable Information (PII)
- Financial or payment data
- Authentication credentials, API keys, or production systems
- Health, biometric, or other sensitive personal data

PCI-DSS, HIPAA, and similar regulatory frameworks are not applicable.

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3. Data Protection & Privacy (GDPR)

- EU-based entity subject to GDPR.
- Acts as a data processor only where personal data is incidentally included in client-provided materials.
- No intentional processing of personal data is performed.

- Data Processing Agreement (DPA) available upon request.
- Client data is used solely for delivery of contracted services.

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4. Information Security Controls

RA CHETIRI PLYUS OOD maintains administrative and technical safeguards appropriate for a low-risk creative services vendor, including:

- Role-based access control and least-privilege access
- Multi-Factor Authentication (MFA) on core systems
- Encrypted storage and transmission via SOC 2 / ISO 27001 certified providers (e.g., Figma, Google Workspace)
- Company-managed devices with full-disk encryption and automatic screen lock

The company operates exclusively on cloud-based SaaS platforms and maintains no proprietary hosting infrastructure.

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5. Data Retention & Deletion

- Project data retained for the duration of the engagement
- Deleted within 90 days after project completion
- Earlier deletion available upon written request

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6. Incident Management

RA CHETIRI PLYUS OOD maintains an incident response process including:

- Identification and containment
- Client notification within 4 hours of confirmation of a material security incident
- Remediation and root-cause analysis

Security Contact: security@fourplus.bg

Incident History: No known data breaches or material security incidents.

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7. Business Continuity

- Distributed team model
- Cloud-based tools accessible remotely
- Backup and file version history maintained by primary vendors

These measures support continued operations in case of local disruption.

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8. Subprocessors & Tools

No subcontractors are used without prior written client approval.

Approved tools include:

- Figma
- Google Workspace
- Adobe Creative Cloud
- Slack

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9. Insurance

- Professional Liability Insurance in place
- Cyber Liability Insurance in place

Certificates available upon request.

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10. Contractual Safeguards

Standard agreements include:

- Mutual Non-Disclosure Agreement (NDA)
- IP ownership transfer to client upon payment
- Confidentiality and data protection obligations
- Limitation of liability defined in Master Services Agreement (MSA)
- Termination rights and data deletion upon request

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11. Audit & Transparency

- Reasonable audit rights available upon written notice
- Annual internal review of security practices
- Clients notified of material changes to data handling or security controls

Statement of Inherent Risk

RA CHETIRI PLYUS OOD provides creative and strategic services only and does not interact with customer data or client production systems. Engagements are classified as **Low Inherent Third-Party Risk**.

Acceptance & Acknowledgment

RA CHETIRI PLYUS OOD confirms the accuracy of this TPRM Information Sheet.

Authorized Representative: _____
Title: _____
Signature: _____
Date: _____