

Demo Company Limited

Information transfer

ISO/IEC 27001:2013

Issue 1	A.13.2.1 Information transfer policies and procedures A.13.2.2 Agreements on information transfer A.13.2.3 Electronic messaging A.13.2.4 Confidentiality or non-disclosure agreements.	Authorised By:- Directors of Demo Company Limited
Page 1 of 3	Effective Date: 1st Nov 2021	Classification: - Internal
Issue Date: 1st Nov 2021		Last Review Date: 1st Nov 2021

Scope

This controlled process defines information security controls applied for Information transfer policies and procedures, agreements on information transfer, electronic messaging, confidentiality, or non-disclosure agreements.

Responsibility and Authority

The appointed information security representatives are responsible for the overall management of this process including its correct implementation and regular review.

Control and Distribution

This process is issued as a controlled document and can only be updated by the authorised information management representative and must include a revision status and traceability of the change process.

A master is retained as part of the information security management system with uncontrolled copies issued at point of use.

The Process

A.13.2.1 Information transfer policies and procedures

Information is encrypted or password protected before and whilst in transit to the intended recipient which is detailed within the organisations cryptographic policy.

All emails and attachments are reviewed by malware protection prior to receipt into the organisation from external sources, and those which could pose a threat are identified and segregated for further investigation. This is further detailed within the controls against malware process.

Communications authorised by the organisation are detailed within employee contracts, defining use of emails and internet. Users are instructed in good practices when using the organisations communications facilities to ensure they do not compromise the organisations reputation or

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Page 2 of 3	Effective Date: 1st Nov 2021	Classification: - Internal
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information security policies and controls. This includes the use of communication facilities such as voice, fax, video, answer machines and meetings in secure and unsecure areas.

This includes guidelines in the application of data protection laws and regulations which is detailed with the compliance document.

Need to ensure this is recorded in the training and awareness register.

A.13.2.2 Agreements on information transfer

Agreements are in place to address secure transfer of information with third parties and include responsibilities, transmission methods, use of independent trusted third parties (**ESCROW**), security incidents, classification and labelling, encryption, chain of custody, access controls, this is also addressed with the documented supplier agreement process.

Need to ensure this is addressed in removable media procedure see 8.3.3.

A.13.2.3 Electronic messaging

Emails are classified as detailed in the documented classification process and where appropriate encrypted whilst in transit to the intended recipient. Users are required to verify correct address prior to sending and to use only authorised business communication methods.

Need to ensure this is in the training and awareness program.

Where required, attachments to emails are password protected to prevent unauthorised access, with the password agreed between the two parties. This is also detailed in 13.2.1.

A.13.2.4 Confidentiality or non-disclosure agreements

Agreements with third parties include the protection of confidential information and include employees' contractual terms and conditions of employment. This includes post-employment

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Page 3 of 3	Effective Date: 1st Nov 2021	Classification: - Internal
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requirements and actions should the agreement be terminated. Ownership and property rights, access for auditing and monitoring, breach reporting, review periods and change controls.