
Security Instructions for services delivered By TDC Group companies



Document Information

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Version History

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May 2018	v0.1	Draft
May 2018	v1.0	Approved by SVP/Group Chief Security Officer

Distribution and Sign-Off List

This document has been issued to the following people for review and sign off.

Name	Area	Action Required
Ray Stanton	SVP/Group Chief Security Officer	Sign off

Document Owner

Once this document has been signed off all enquiries should in the first instance be directed to:

Name	TDC Group Security Assurance
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1. Objective

The purpose of this document is to specify which security instructions apply to services provided by TDC Group.

2. Scope

The security instructions apply to services provided by TDC Group companies.

3. Security Instructions

3.1 Instructions

To ensure that the delivered service is secure, security measures regarding the control of our operations, self-control, security, preparedness, competencies, processes and economics, have been implemented on internal and external systems related to the service.

The following is a summary of the security measures:

- Information security policy, including: principles and guidelines, governance model with roles and responsibilities
- Operational procedures and responsibilities, including: documented operating procedures, backup, virus and malware protection, system usage monitoring and audit logging, administrator and operator logging, event management (security implications)
- Organization of information security, including: documented and implementing responsibility for information security, non-disclosure agreements, reporting on information security incidents
- Access control, including: administration of user access and user password, review of user access privileges, revocation of access privileges, network access management, network service policies, including remote authentication, communication with and between IT systems including encryption
- Acquisition, development and maintenance of information systems, including: system file protection, development of test environments separated from production environments, management of operating systems suppliers to comply with security and regulatory requirements, asset management and data classification implemented

6. Document Control

The document must be reviewed annually or if there are any significant changes within the TDC Group

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