
Security Instructions for services delivered By TDC Group companies

Document Information

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| File Name | SI0003 Security Instructions for services delivered By TDC Group companies |
| Next revision date | March 2020 |

For reference between ISO27001, TDC Policies and TDC Standards see TDC Group Statement of Applicability (SOA)

Version History

| Date of Issue | Version No. | Reason for Change |
|----------------|-------------|--|
| May 2018 | v0.1 | Draft |
| May 2018 | v1.0 | Approved by SVP/Group Chief Security Officer |
| September 2019 | v1.1 | Group Security Review and ready for Business Line review / pre-approval (DPO Office) |

Distribution and Sign-Off List

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

| Name | Area | Action Required |
|----------------------------|-------------------------|-----------------|
| Michael Kayser Vestergaard | Head of Risk Management | Pre-approval |
| Tone Thingbø | Deputy CSO / CISO | Approval |

Document Owner

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

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1. Objective

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

Furthermore, the purpose of this document is explicitly to show that security is a priority for TDC and to ensure that principles of security risk and compliance in TDC are aligned with best practice.

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

Document Reference: SI0003