

# TRANSPORTATION YOU CAN RELY ON

P39 – Information Transfer Policy

01.08.2021

## P-39 Information Transfer Policy

When transferring information internally or externally consideration should be given to the security of the transfer to ensure adequate protection of the information is in place. With any information transfer there is a risk that the information could be intercepted, misdirected, lost or deliberately sent to an unauthorised recipient and the following controls are in place reduce such risks:

- Encryption used for the electronic transfer of any confidential or personal information;
- Confidential / personal information never sent via email without additional security;
- Checks should be made to ensure the identity and contact details of any recipient are correct;
- Data transfer processing agreement must be in place prior to transfer of personal information;
- Communications policy and procedures in place detailing controls and responsibilities for communications;
- Hard copy transfers should also ensure adequate security measures are in place at all stages of the transfer;
- Data protection representative has been appointed to oversee protection of personal data.

Where required a formal data transfer and processing agreement will be prepared covering the secure transfer of information with approved 3rd parties.

Confidential or personal information should not be sent by email to an internal or external source or saved to removable media without additional security. Company information should never be stored to personal cloud storage or sent to a personal email account.

The confidentiality of information being transferred on portable media or across networks, must be protected by use of appropriate encryption techniques.

**Approved by:**



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