

Attachment to the Instruction Sheet

on the Handling of Information Classified VS - NUR FÜR DEN DIENSTGEBRAUCH (VS-NfD) (RESTRICTED) in Private Premises (Telecommuting Jobs)

1. Maintenance of the level of Protection of Classified Information

The basic principle must be maintained that, while handling Classified Information at the level of “RESTRICTED (VS – NfD) in private premises, the level of protection measures specified by the Instruction Sheet on the Handling of Classified Information “RESTRICTED (VS-NfD) must not be lowered.

2. The “Need – to – Know” Principle

The “Need – to – Know” Principle has to be observed at an exceptional degree, respectively assured through appropriate organisational or technical measures (e.g. by utilization of a separate room, of basic lock of documents and material, protection of password and password – protected screen saver for IT – equipment).

3 Utilization of Information Technology (IT)

- Handling of Classified Information VS-NfD, using Information Technology shall only take place on official IT – systems (supplied by the employing company; hard – and software).
- In doing so, the utilized storage media shall be encrypted with products accredited by BSI, according to the “Instruction Sheet on the Handling of Information Classified VS - NUR FÜR DEN DIENSTGEBRAUCH (VS-NfD) (RESTRICTED)“
- Hardware has to be secured by the employing company against unauthorised disclosure; potential manipulations must be obvious (e.g. by appropriate sealing).
- Wireless transmission of data is not permitted (no wireless keyboards, Bluetooth-interface etc.)
- The used IT-equipment must not be connected to IT-equipment in the private household or to the outside (exception: connection with electronic communication systems of the employing company). For the rest, section II of the “Instruction Sheet on the Handling of Information Classified VS - NUR FÜR DEN DIENSTGEBRAUCH (VS-NfD) (RESTRICTED)“ applies.
- Section II of the “Instruction Sheet on the Handling of Information Classified VS - NUR FÜR DEN DIENSTGEBRAUCH (VS-NfD) (RESTRICTED)“ also applies for the electronic transmission and data protection of Classified Information.
- Maintenance and repair of components of IT – systems basically must only be carried out in official premise (premises of the employing company).
- The IT – systems must not be used for private purposes.

I have been briefed on those specific regulations which have to be observed in addition to the “Instruction Sheet on the Handling of Information Classified VS - NUR FÜR DEN DIENSTGEBRAUCH (VS-NfD) (RESTRICTED)“. I herewith give permission that the compliance with the “Instruction Sheet on the Handling of Information Classified VS - NUR FÜR DEN DIENSTGEBRAUCH (VS-NfD) (RESTRICTED)“ and the amendments may be controlled on my private premises (Section 2.1.5)

.....
Place, Date

.....
Signature Employee

.....
Signature Company Security Officer