

Bayern-Chemie GmbH
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Suppliers of Bayern-Chemie GmbH

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Guidelines for suppliers on handling Bayern-Chemie data

Dear Sir or Madam,

we communicate with you not only by post but also by e-mail, mobile phone, video conferencing, etc.

Due to the sensitivity of our data, it is important for us to provide you with some guidelines and directives.

With regard to VS-NfD ('classified information - for official use only'), the following guidelines apply to the handling of officially classified information:

- In principle, the Secret Protection Manual, Annex 4 - VS-NfD-Merkblatt applies. We cannot provide advice.
- Data must be exchanged with us in encrypted form using GnuPG VS-Desktop. The transport route is not specified after encryption. (e.g: Email, Kiteworks).
- Video/audio conferencing solutions for the joint discussion/sharing/processing of VS-NfD data are prohibited
- Emails must be labelled with 'VS-NfD:' in the subject line
- Names of files with VS-NfD content must begin with VS-NfD accordingly

The following guidelines apply to IN STRICT CONFIDENCE:

- File transfers and storage must be in encrypted form (ZIP encryption or better)
- Uploading unencrypted data to the cloud is prohibited, even with a secure cloud configuration. This also prohibits uploading to VirusTotal
- The need-to-know principle must be ensured, including within the organization
- Meetings via audio/video conference are possible e.g., via CollabRoom.

The following guidelines apply to the Bayern-Chemie company classification PROPRIETARY:

- File transfers and storage may be unencrypted.
- Unencrypted uploads of data to the cloud are possible if the cloud is securely configured (e.g., with effective access protection).
- The need-to-know principle must be ensured, even within the organization.
- Meetings via audio/video conference are possible, e.g., via CollabRoom.

The following applies to the Bayern-Chemie company classification PUBLIC/PUBLIC:

- This information does not require protection.
- The information may be freely shared, stored, and processed.

These guidelines for handling Bayern-Chemie data are linked to the data and also apply to subcontractors.

For data with an official classification level $\geq$ VS confidential, the requirements of the confidentiality protection apply.

Thank you for your support and for implementing these guidelines.

Yours sincerely

Helge Mayschak
Information Security Officer