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Suppliers of MBDA Deutschland GmbH

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## **Guidelines for suppliers on handling MBDA 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 MBDA 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 MBDA company classification PUBLIC/PUBLIC:

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

These guidelines for handling MBDA 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

Martin Endres  
Chief Information Security Officer