

## SECURE FILE TRANSFER POLICY

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<< [Organisation] Logo>>

<< Secure File Transfer Policy >>

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**Date**

NetHost Legislation- Cyber Essentials & ISO Standard Training & Certification Company, Scotland/England

Version: xx

Date: xx

[Organisation] Name: xx

Security Level: Internal

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**Revision History**

Date	Version	Author	Summary of Changes

**Approvals**

Name	Signature	Title	Issue Date	Version

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## INTRODUCTION

### DOCUMENT PURPOSE

Virtually all businesses today have work processes that dictate the need to share critical business information with people outside as well as inside the organisation.

This information is commonly confidential and/or privileged information such as customer credit card details, marketing strategy information or legal documentation. Furthermore, in recent years, companies have come under increasing pressure to comply with various data protection and other regulatory mandates.

This presents a challenge: How to transfer data from one person or [Organisation] to another in a secure, auditable, reliable, compliant and easy to use manner?

Information can be at risk of loss or exposure when it is being sent from one person to another, depending on the file transfer process that is used. Email is the most common and widely used method, but is inherently insecure. FTP is also common, but again inherently insecure and difficult to use for most average users. Encrypting files and sending them to people on CD-ROM/USB via courier is another method that whilst fairly secure, has an increased risk of data loss and low auditability.

All of these methods are now non-compliant with many of the standards that are now required by law to be compliant with.

The purpose of this policy is to outline the statements required to ensure that data transfer between parties is secure and compliant with current government and other regulatory data protection standards.

### SCOPE

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## SECURE FILE TRANSFER POLICY

This policy only pertains to staff transferring files to and from [Organisation] corporate network. It does not apply to transfer of files that do not either originate or terminate in the corporate network.

### POLICY

The following are the recommended policy statements to follow to ensure the secure transfer of files from or to internal staff or external 3rd parties.

**NOTE: Unless otherwise specified, these policy statements assume that the information being transferred has been classified as Confidential or is personally sensitive.**

#### Policy Statements

No:	Statements
	All information, regardless of transfer method, should be encrypted by methods specified by the [Organisation]
	If transferring information via email to internal staff, ensure that the recipient is aware of the impending email and that the correct recipient has been selected within the email application to avoid the information being sent to the wrong email address.
	If the information being sent is classified as Confidential, ensure that the file is being sent using PGP (Pretty Good Privacy (PGP)) or other methods of email encryption. If staff members are unfamiliar with this method of file transfer, or do not have PGP installed on the computer, please contact ICT team and they will assist.
	If staff are transferring files between servers within the [Organisation] network, use SSH as it is secure and will prevent any potential compromises by eavesdropping systems on the network.
	Avoid using FTP servers. Use the more secure alternative provided by SFTP servers. For information about how to move from any FTP servers you may currently use to the more secure method, please contact ICT Team for more details.
	Do not transfer information via social media/messaging site or solutions

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