

Information Security

Besides the *protection of IT systems*, Information Security also includes *management and control of information*, RLE employees, customers, suppliers and other third parties get in touch with, on a day-to-day basis. To protect all sensitive information, RLE management has decided to implement an ISMS (Information Security Management System) in accordance with ISO 27001.

The comprising specifications provide RLE with evidence of a trusting and secure handling of customer-, project-, as well as internal information.

Data Protection

... refers exclusively to personally identifiable information (PII), that is, information with which individuals can be uniquely identified. The essential basis however is information security. More information at DS.RLE.DE/EN

IMS - Integrated Management System



Energy	Health & Safety
Quality	Data Protection
Environment	Information Security

Information Security at RLE

IMS - Integrated Management System



Engineering Excellence. Worldwide.

Main topics of

Information Security

The *visitor regulation* as well as the *ID card policy* are main topics in the area of physical and environmental security

Obligation of all guests to register in the visitors' lists at the reception

Tragen gut sichtbarer *Kennzeichnungen* in Form von Ausweishüllen für alle Mitarbeiter an allen Standorten:

Wear visible *identification* in form of badges for all employees at all locations:

- > RLE employees: *green*
- > Visitors / Guests: *red*
- > Subcontractors: *blue*
- > Third Parties / Suppliers: *orange*



Information an den *ISMS Manager* in case of possible violations (*Alert Plans*)

Knowledge about RLE's *security zones* with assets worth protecting

Alert Plans as the primary source of information for the correct contacts (*Notices on all printers*)

Reporting *information security incidents* according to posted alert plans

Classification

and level of protection of information:

- > *öffentlich (public)*
- > *eingeschränkt (restricted)*
- > *vertraulich (confidential)*

Especially printed documents are subject to both a *document control* (version, owner, etc.) and a *classification*

Clean Desk to ensure that no *confidential* information is visible or unprotected at work

Clear Screen to make sure that the computer is always locked in absences

Secure data transfer of *confidential* information:

Encryption via:

- > 7-zip for E-Mail attachments
- > entire E-Mails (on request at RLE IT)
- > storage on SharePoint platform
- > FTPS using FileZilla

Awareness

All elaborated regulations are only as good as they also find application and compliance within the organization of RLE.

Working and sojourns at RLE

When carrying out work on our premises, you commit yourself to comply with the *information security regulations* specified in the respective operating instructions.

We therefore ask you to familiarize yourself with the contents of the operating instructions. Please address your respective contact person.

Inquiries to the IMS:

Information Security: *isms@rle.de*

Data Protection: *datenschutz@rle.de*

All other topics: *ims@rle.de*

The most important information can be found on our IMS platform on:

IMS.RLE.DE