



- PURPOSE

Whites of Winchester (the Company) uses a number of suppliers who provide services and goods. The effective management of these suppliers is essential in the provision of onward services to the Company's clients and ensuring the security of the Company's systems and data. The Supplier Information Security Requirements Policy (the Policy) describes control requirements for Suppliers who manage secret or confidential information.

- SCOPE

This Policy applies to all suppliers which process, access, hold or transmit Whites of Winchester Protected Data.

- PREFACE

Whilst it is the intention that both new and existing suppliers included in the above scope will be required to comply with this Policy, it is intended that existing suppliers will be assessed on a prioritised basis dealing with the largest and most significant first, ultimately with the aim to cover all. All new Suppliers will be required to comply with the terms of this Policy. Suppliers of non-permanent staff (referred to as freelancers) fall under existing freelance recruitment procedures.

- OVERVIEW

It is of vital importance to Whites of Winchester that its secret and confidential information remains secure and protected at all times. This Policy establishes the minimum standard for information security that should be applied by relevant Suppliers to Imagination on a global basis to protect Imagination resources and data.

- DEFINITIONS

"Information Security Incident" means (i) the loss or misuse (by any means) of any Whites of Winchester Protected Data; (ii) the inadvertent, unauthorised and/or unlawful processing, corruption, modification, sale, or rental of any Whites of Winchester Protected Data; or (iii) any other act or omission that compromises the security, confidentiality or integrity of any Whites of Winchester Protected Data.

"Information Systems" means all hardware, software, operating systems, database systems, software tools and network components used by or on behalf of Whites of Winchester to receive, maintain, process, store, access or transmit Imagination Protected Data.

"Whites of Winchester Protected Data" means any data or information of or concerning Whites of Winchester or its Affiliates or Whites of Winchester, or Whites of Winchester Affiliates', Clients or other recipients of the Services that is provided to or obtained by Supplier or any member of Supplier Personnel in connection with the negotiation and execution of the Agreement or Unrestricted Supplier Information Security Requirements Policy 3 the performance of Supplier's obligations under the Agreement, including any such data and information that either (i) is created, generated, collected or processed by Supplier Personnel in the performance of Supplier's obligations under the Agreement, including data processing input and output, Service Level measurements, asset information, reports, third party service and product agreements, and Supplier's charges to Whites of Winchester, or (ii) resides in or is accessed through Whites of Winchester Information Systems or Supplier's



Information System; as well as any data and information derived from the foregoing. For the avoidance of doubt, Whites of Winchester Protected Data includes, but is not limited to, all Whites of Winchester Secret and Confidential Information.

"Security Questionnaire" means the questionnaire designed to assess Supplier's information security controls in alignment with industry standards (ISO 27001/27002) that is provided by Whites of Winchester and completed by Supplier.

"Supplier Personnel" means any and all personnel engaged by or on behalf of Supplier to perform any part of the Services, including employees, freelancers and independent contractors of Supplier and Supplier's Affiliates.

- **COMPREHENSIVE INFORMATION SECURITY PROGRAMME**

Supplier warrants and represents, on an on-going basis, that all answers provided by Supplier within the Security Questionnaire are accurate.

Supplier shall not materially change any aspect of the Supplier's operations that would, from the perspective of Whites of Winchester, degrade or otherwise materially adversely impact the level of security provided to Imagination Protected Data.

Supplier shall reassess against the Security Questionnaire upon the earlier of (a) any material change to any aspect of the Supplier's operations; or (b) every three years.

Where, as a result of any such reassessment, the Supplier's answers to the Security Questionnaire no longer accurately reflect the Supplier's operations, the Supplier shall promptly provide an updated Security Questionnaire to Whites of Winchester.

- **REMOTE ACCESS TO WHITES OF WINCHESTER INFORMATION SYSTEMS**

When remote access to Whites of Winchester systems is required, the Supplier will be provided with secure access to an email account, an external cloud based system and/or a Whites of Winchester laptop. Any changes on the supplier personnel accessing Whites of Winchester systems need to be notified to Whites of Winchester as soon as possible not exceeding 5 working days.

- **PROTECTING WHITES OF WINCHESTER INFORMATION** Supplier shall implement agreed as well as general information security best practices across all supplied components and materials including software, hardware and information to safeguard the confidentiality, availability and integrity of Whites of Winchester and its information. When applicable, the Supplier shall provide Whites of Winchester with full documentation in relation to the implementation of logical security and shall ensure that it has such security that: Unrestricted Supplier Information Security Requirements Policy 4

- prevents unauthorised access to Whites of Winchester systems,
- reduces the risk of misuse of TSP systems or Information
- detects security breaches and enables quick rectification of any problems and identification of the individuals who obtained access and determination of how they obtained it.

- **DATA ENCRYPTION**

Supplier will encrypt all Whites of Winchester Protected Data when stored on portable devices and media or when transmitted over non-secure communication channels (e.g. internet, email or wireless transmission) including remote connectivity using solutions that are certified against the U.S. Federal Information Processing Standard 140-2, Level 2, or equivalent industry standard, and will verify that the encryption keys and any keying material are not stored with any associated data.



When transferring Whites of Winchester Protected Data and in communications between Whites of Winchester and Supplier, Supplier will use secure email, such as enforced Transport Layer Security (TLS), and will implement any network connectivity with Whites of Winchester that Supplier is required to provide by Whites of Winchester in accordance with any Whites of Winchester-approved connectivity standards.

In the event that Whites of Winchester Protected Data could be transferred to removable media, a mobile device or uncontrolled computer, Supplier will implement, monitor and maintain encryption and information leakage prevention tools using solutions that are certified against the U.S. Federal Information Processing Standard 140-2, Level 2, or equivalent industry standard, and will verify that the encryption keys and any keying material are not stored with any associated data.

Supplier shall prohibit the transfer of Whites of Winchester Protected Data to Supplier mobile devices where the security measures employed on such mobile devices do not meet the requirements of this Section 9 (including, without limitation, where such mobile devices do not support the technologies required to comply with such requirements).

- ACCESS

- General

Supplier will limit access to Whites of Winchester Protected Data to authorised persons or roles, based upon the principle of least privilege which limits all users to the lowest permission levels that they can be assigned but that does not prevent the relevant Supplier Personnel from completing their assigned tasks.

Supplier must confirm the identities of all Supplier Personnel using independent, verifiable identity documents (for example, government-issued documents such as a passport or driver's licence) prior to creating any accounts for Supplier Personnel that will provide access to the Supplier's Information Systems.

Supplier will review all account access and change such access commensurate with role Unrestricted Supplier Information Security Requirements Policy 5 changes.

- Passwords

Any passwords issued to a user by an administrator must be reset by the user upon initial use. Where user-initiated password resets are used, the processes that create the temporary password must create secure temporary passwords which cannot be derived from previous passwords (for example, an auto-incrementing system which generates "abc1" followed by "abc2" would not meet this requirement nor would a system which identifiably uses the current date as the basis of password generation), must not reuse passwords and must communicate the temporary password to the user through a channel accessible only to the user.

Where Supplier suspects any unauthorised access has occurred to any user account, Supplier shall immediately revoke the password to such user account.

- VETTING OF SUPPLIER PERSONNEL

Supplier shall ensure that any Supplier Personnel who will have:

- physical access to any Imagination site for a period of time sufficient to warrant Imagination security providing such Supplier Personnel with an identification badge permitting unescorted access; or
  - access to Imagination Protected Data,



shall have been the subject of pre-engagement screening in accordance with Attachment A to this Policy.

- PHYSICAL SECURITY

Depending on the type of services that the Supplier is providing, one of the following (a or b) controls will be required:

- General Supplier shall ensure that Whites of Winchester Protected Data is physically secured against unauthorised access, including, but not limited to, by use of appropriate physical safeguards such as electronic ID card access to all areas of the Supplier's Information System.
- Hosting Where, and to the extent that, Supplier is providing hosting services<sup>1</sup> as part of the Services, it must implement the following controls as a minimum level of physical security:
  - All hosting facilities including buildings and infrastructure shall meet the standards set out in ISO/IEC 27001 and also ISAE 3000 /3402 or such other standards agreed in writing by Whites of Winchester following a security risk assessment undertaken by Whites of Winchester or an independent third party. •
  - All Whites of Winchester Protected Data processed, accessed, held or transmitted by Supplier will be physically stored in a facility subject to the following security controls:
    - authorised access control list requiring a photo ID check to access data centre floor;
    - biometric and/or keycard access to monitored man-traps leading to data centre floor; ○ locked server cabinets;
    - 24x7 indoor and outdoor CCTV monitoring with video being saved for at least 30 days; ○ 24x7 physical intrusion monitoring alarm system;
    - roaming security guards; and
    - no windows are present on a data centre floor.

- MALICIOUS CODE

Supplier will not incorporate or introduce or permit or facilitate the incorporation or introduction of Unauthorised Code into the Supplier's Information Systems nor any Whites of Winchester Information Systems.

Supplier shall ensure that it at all times employs adequate security practices to prevent, detect, mitigate and protect against the introduction of any such Unauthorised Code into the Supplier's Information Systems in real-time.

“Unauthorised Code” is defined as any: (i) computer virus, harmful programmes or data that destroys, erases, damages or otherwise disrupts the normal operation of the Supplier's Information Systems, allows for unauthorised access to the Supplier's Information Systems, (ii) worms, trap door, back door, timer, counter, software locks, password checking, CPU serial number checking or time dependency or other such limited routine instruction that is designed to interrupt or limit the proper operation of the Supplier's Information Systems, (iii) spyware/adware, and (iv) any other similar programme, data or device that is being inserted for an improper purpose.

- NETWORK SECURITY



On reasonable notice or information and during normal working hours, Whites of Winchester shall have the right, but not the obligation, to review periodically the Supplier's and/or Supplier Affiliates' operations, processes and systems insofar as they relate to the Services for the purpose of monitoring the Supplier's and/or Supplier Affiliates' compliance with the terms and conditions of these Information Security Requirements. Such reviews shall not relieve the Supplier and/or Supplier Affiliates from their responsibilities to comply with, and monitor its own compliance with, all terms and conditions of this Policy.

Supplier shall implement all recommendations resulting from any such audit having been Unrestricted Supplier Information Security Requirements Policy 7 conducted. Supplier shall maintain and keep up to date the network component inventories, network topology diagrams, data centre diagrams and IP addresses for each network that connects to Whites of Winchester Information Systems (and their interconnections), whether supported by the Supplier, any Supplier Affiliate or a third party on Supplier's behalf, to a standard that meets compliance requirements for all connectivity to the Supplier's Information Systems from the Internet, to include at least the following:

- ensuring the network perimeter is protected by industry-leading enterprise firewall systems, including (but not limited to): (i) establishing port, protocol and IP address restrictions that limit the inbound/outbound protocols to the minimum required; and (ii)
  - ensuring all inbound traffic is routed to specific and authorised destinations;
  - interrogating TCP protocol communications at the packet level to distinguish legitimate packets for different types of connections and reject packets that do not match a known connection state, i.e. stateful inspection. This must cover network, application and database protocols;
  - configuring perimeter systems with redundant connections, to ensure there are no single points of failure;
  - interrogating communications by monitoring network packets to identify and alert upon or prevent known patterns that are associated with security vulnerabilities or denial of service attacks with regularly updated signatures to generate alerts for known and new threats;
  - maintaining and enforcing security procedures in operating the network that are at least: (i) consistent with industry standards for such networks; and (ii) as rigorous as those procedures which are in effect for other similar networks owned or controlled by Supplier;
  - maintaining and enforcing operational and security procedures that prevent the provision of network connectivity to third parties where such access would enable the third party to access Whites of Winchester Protected Data, or access the Whites of Winchester Information Systems should network interconnections between Whites of Winchester and Supplier be enabled, without express written permission from Imagination;
  - implementing perimeter management controls to ensure, at a minimum, that perimeter systems are configured to be resistant to resource exhaustion (e.g., to denial of service attacks); and
  - keeping Whites of Winchester Protected Data logically separated from all other Supplier or Supplier customer data.
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- SECURITY INCIDENT MANAGEMENT
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- General.

Supplier will implement documented standards / procedures for dealing with any suspected and/or actual Information Security Incident against the organisation (the



“Incident Management Procedure”) and shall provide Whites of Winchester with full details of such Incident Management Procedure upon request.

- Data Security Breach Reporting

The Supplier shall notify Whites of Winchester of any suspected and actual security events, Incidents and cybercrime attacks by emailing Whites of Winchester using the email address [contacts@Whites of Winchesterandpartners.com](mailto:contacts@WhitesofWinchesterandpartners.com)

Supplier will notify Whites of Winchester within six (6) hours of identifying an actual or potential Data Security Breach.

- c) Data Security Breach. In the event of a Data Security Breach, Supplier will:

- take all appropriate corrective action including, solely at the request of Whites of Winchester (and at the expense of Supplier where the Data Security Breach save where the Data Security Breach is due to the fault of Whites of Winchester), providing notice to all persons whose personal data may have been affected by such Data Security Breach, whether or not such notice is required by Applicable Law; and
- where the Data Security Breach is due to the fault of Supplier, reimburse Whites of Winchester (subject to Whites of Winchester giving Supplier written notification of such costs together with reasonable supporting information) for all reasonable costs Whites of Winchester may incur in connection with remediation efforts, including costs incurred in connection with;
  - (i) the development and delivery of legal notices as required by Applicable Law and as reasonably directed by Imagination where not required by Applicable Law;
  - (ii) the establishment of a toll-free telephone number where affected persons may receive information relating to the Data Security Breach; and
  - (iii) the provision of credit monitoring/repair and/or identity restoration for affected persons for one (1) year following the announcement or disclosure of the Data Security Breach or following notice to the affected persons, whichever is later, or such longer period as is required by Applicable Law.
- resolve any Data Security Breach resulting from unauthorised access, including identification of any Whites of Winchester Protected Data disclosure, alteration or loss, and notification of Whites of Winchester as required under the Incident Management Procedure.
- Within five (5) days after detection of such a compromise, Supplier shall provide to Whites of Winchester a root cause analysis and written notice with confirmed receipt of such unauthorised access or modification. Such notice shall summarise in reasonable detail the impact of such unauthorised access or modification upon Whites of Winchester and as applicable the persons whose personal data is affected. Supplier must remediate any Data Security Breach within fourteen (14) days of such a compromise resulting from unauthorised access, including identification of any Whites of Winchester Protected Data disclosure, alteration or loss, and notification of Whites of Winchester as required under the Incident Management Procedure. In the event the Supplier determines that a Data Security Breach cannot be remediated within fourteen (14) days, Supplier must submit and obtain Whites of Winchester written consent to a remediation plan within seven (7) days of the Data Security Breach.



- REPORTING

At Whites of Winchester discretion and with due regard to the type of service provided, Supplier shall provide the following reports to Imagination at the frequency set out below:

Report (Examples)	Description	Frequency
Service Level Agreement (SLA)	Metrics which demonstrate achievements on supplier SLAs.	Quarterly
Joiners, Movers and Leavers	Report users which need to be added or deleted from Imagination systems.	Movers and Leavers within 5 days. Joiners – per request

- INDEMNITY

The Supplier shall indemnify, defend and hold harmless Whites of Winchester and its Affiliates and Whites of Winchester or its Affiliates Clients and the officers, employees, sub-contractors and agents of any of them against all and any actions, costs, claims, losses, damages, expenses and liabilities of whatever kind made relating to or arising out of the breach by Supplier of the terms of these Information Security Requirements.

- AUDIT

On reasonable notice or information and during normal working hours, Whites of Winchester shall have the right, but not the obligation, to review periodically the Supplier's and/or Supplier Affiliates' operations, processes and systems insofar as they relate to the Services for the purpose of monitoring the Supplier's and/or Supplier Affiliates' compliance with the terms and conditions of this Policy. Such reviews shall not relieve the Supplier and/or Supplier Affiliates from their responsibilities to comply with, and monitor its own compliance with, all terms and conditions of this Policy.

Supplier shall implement all recommendations resulting from any such audit having been conducted.



## Attachment A

### Pre-Engagement Screening

#### 1) Screening of Supplier Personnel

##### a) Screening.

Supplier shall perform the pre-engagement screening of Supplier Personnel at the time of hiring the Supplier Personnel in a manner that is consistent with Whites of Winchester minimum required screening criteria as set forth within this Attachment and as permitted by law in the country of hire. In addition, where permitted by local law, Imagination or its designated agents may perform additional screening relating to identity, criminal record and debarment of any Supplier Personnel.

##### b) Co-operation.

Supplier agrees to cooperate with Whites of Winchester in connection with such screening by requiring Supplier Personnel to submit information reasonably required to enable Whites of Winchester or its agents to identify such personnel and conduct such screening. Should any Supplier Personnel refuse to cooperate with such screening, Supplier shall not use that person to provide the Services unless specifically approved by Whites of Winchester.

Supplier shall be responsible for maintaining a pool of pre-screened personnel as reasonably necessary to support Supplier's performance of the Services.

##### c) Minimum Required Screening

- An identity check.
- Verification of entitlement to employment
- Verification of pertinent licences including, motor vehicle licences, certifications and operating documents that are required by law or required due to the nature of the position/job description and/or responsibilities.
- Previous employment reference check.
- Verification of dates of employment claimed for the previous five (5) years. ci) Staffing Standards. Supplier shall not permit any person to perform the Services who has been identified as:
  - previous employment with Whites of Winchester that was terminated with cause;
  - false statements or claims on CV/resume/application forms;
  - false or exaggerated educational or professional qualifications;
  - inappropriate references from referees or previous employers;
  - relevant and/or undisclosed criminal convictions (where are allowed by law);
  - unexplained gaps in employment history;
  - lack of co-operation by the applicant; or
  - exclusion by the government.

In addition to Supplier's obligations pursuant to this Section, Supplier shall use reasonable judgment, on a case-by-case basis, based on the results of such screening, when evaluating whether any Supplier Personnel should be involved in the provision of the Services given the nature of the Services to be performed by such Supplier Personnel.