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**INFORMATION TRANSFER POLICY**

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| --- | --- | --- | --- |
| **Date** | **Version** | **Created by** | **Description of change** |
|  | 0.1 | 27001Academy | Basic document outline |
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# Purpose, scope and users

The purpose of this document is to ensure the security of information and software when they are exchanged within or outside the organization.

This document is applied to the entire Information Security Management System (ISMS) scope, i.e. to all the information and communication technology and information within the scope.

Users of this document are employees of [organizational unit for information and communication technology].

# Reference documents

* ISO/IEC 27001 standard, clause A.5.14
* Information Security Policy
* [Information Classification Policy]
* [Supplier Security Policy]

# Transfer of information

## Electronic communication channels

Organization's information may be exchanged through the following electronic communication channels: e-mail, download of files from the Internet, transfer of data via [provide names of specialized communication systems], telephones, fax machines, SMS text messages, portable media, and forums and social networks.

[Job title] determines the communication channel that may be used for each type of information, and possible restrictions regarding permissions to use the communication channels, i.e. defines which activities are forbidden.

In addition to controls prescribed by the [Information Classification Policy], [job title] prescribes additional controls for each type of data and communication channel, based on risk assessment results.

## Relations with external parties

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