Procedure Aim

Defining the business relationship with external contractors, to reduce risks to computerized systems and databases.

Responsibility for implementing the procedure.

The head of the unit that employs an external contractor will verify his signature on the information security appendix, with the approval of the information security supervisor. It is the responsibility of the unit head to ensure that the external contractor employed by him has received prior approval from the information security supervisor and that this procedure is implemented with regards to its work.

The information security supervisor is responsible for implementing this procedure, with regards to everything related to approving an external body, as detailed in this document.

Content of the Procedure

A contract will be signed with every external contractor or representative who comes into external contact with the workstation or the central computer, with special attention given to the issue of information security. Communication with the external contractor is given with the prior approval of the information security supervisor. The contract will ensure the complete preservation of secrecy about anything that the external contractor encounters.

The contract with the external body, including an equipment or hardware/software service provider, will include a section about information that will include all the information security guidelines that relate to all ways in which the external contractor can access information, wherever he is, as laid out in the prior clause. In addition, the contract will include the exact list of names of the representatives of the external contractor that are permitted to carry out activities on behalf of the company, and their commitment not to remove any material and/or equipment from the company, unless it is with the explicit knowledge and approval of the information security supervisor.

In addition to the guidelines detailed above, the external body and his staff will sign a non-disclosure agreement.

See attached an example of an NDA.



All the documents and contracts will be saved in the suppliers’ files on the network and those of the company CEO or someone that he chooses.

Every agreement will include information security requirements with regards to access processing, preserving communication, or IT services in the framework of the contracts with the supplier.

The contract will explain the importance of protecting and classifying information and will address work with subcontractors.

Once every six months the information director will carry out supervision of all communication with suppliers.