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Data Security Guidelines for partners		

Data Security Guidelines for Partners

1 Purpose

To create a firm basis for a trusting and long-term partnership, ARNOLD UMFORMTECHNIK GmbH & Co. KG expects all its suppliers and business partners to note and comply with the following rules relating to anti-corruption, fair competition, and antitrust law, data protection, and information security.

You can download these and other binding core terms and conditions from www.arnold-fastening.com.

Globalisation and the resultant worldwide procurement networks mean that social responsibility is no longer confined to a region but has become a global issue.

2 Area of Application

The guidelines apply to all partners and suppliers to ARNOLD UMFORMTECHNIK GmbH & Co. KG and to its deployed sub-contractors.


3 Terms

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4 Responsibilities

These partner guidelines come under the responsibility of the Purchasing Department at ARNOLD UMFORMTECHNIK GmbH & Co. KG.

Erstellung/Prüfung/ Freigabe	Funktion	Name	Datum des Eintrags	Bestätigungsstatus
Version created	Organisationsentwicklung	Michael Kaiser	25.08.2022	
Reviewed	Team Leader Organisational & HR Development	Michael Kaiser	25.08.2022	Valid
Approved	Supplier Quality Management	Jonas Ehrensperger	25.08.2022	Approved

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5 Data protection

We create trust with our employees, business partners, and customers by respecting data protection as a right of privacy. To ensure this trust our partners are required to respect the rules that follow.

5.1 Obligation to maintain data secrecy and confidentiality

Partners of ARNOLD UMFORMTECHNIK GmbH & Co. KG must obligate their employees to maintain data secrecy and confidentiality.

5.2 Dealing with data breaches

To enable ARNOLD UMFORMTECHNIK GmbH & Co. KG to maintain its data protection reporting requirements, our partners are required to report immediately any data mishaps that may occur while dealing with an order to the project manager, the data protection officer, or the information security officer at ARNOLD UMFORMTECHNIK GmbH & Co. KG.

5.3 Rights of persons affected and information security


With the basic data protection regulations, the obligations to be taken into consideration relating to information about affected parties are multiplied. Affected persons must know who collects data on them and for what purpose and are entitled to check the collected data and the way it is used or processed. Persons whose data is processed possess all the rights pertaining to them under article 7 of the GDPR and under articles 12-22 of the GDPR. In accordance with the Order Processing Agreement, partners of ARNOLD UMFORMTECHNIK GmbH & Co. KG are required to assist affected persons by dealing with their relevant enquiries.

6 Information security

6.1 Security guidelines and TISAX

Information security signifies the appropriate protection of applications, data, systems, and necessary resources. ARNOLD UMFORMTECHNIK GmbH & Co. KG complies with the automotive industry's TISAX standard (Trusted Information Security Assessment Exchange). So that we can guarantee compliance with this standard, we require our partners to note the following points:

- Assurance of the availability, integrity, confidentiality, and authenticity of information. To ensure these requirements ARNOLD UMFORMTECHNIK GmbH & Co. KG requests its suppliers to implement guidelines to ensure the availability, integrity, confidentiality, and authenticity of information, and to comply with statutory regulations and customer requirements.
- Assurance of compliance with statutory regulations and customer requirements.
- Assurance of a continuous improvement process supervised by an information security officer.
- Compliance with the information security rules set out in these guidelines and incidents and events to be reported.
- Availability of a secure IT environment and failure-free operation.
- Assurance of a secure data exchange system with one another, with our customers, and with our suppliers.
- Commitment to these guidelines and requirements to an appropriate level of information security and data protection to be passed on contractually to any of the supplier's sub-contractors.

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6.2 Cloud services

If a new cloud service should be implemented during work for ARNOLD UMFORMTECHNIK GmbH & Co. KG, the project manager, and the information security officer and - especially where personal data is processed - the data protection officer must be included in the planning of that service.


6.3 Cryptography

Cryptography is a method of protecting data and communications by using code, so that only authorised persons can read and process the data. Partners of ARNOLD UMFORMTECHNIK GmbH & Co. KG are prohibited from using cryptography developed by themselves, whether this be in the form of algorithms, communications protocols, or as random number generators. Instead, established standard libraries, functions and protocols must be used for encryption purposes.

6.4 Classification guidelines

To assure information security, data within ARNOLD UMFORMTECHNIK GmbH & Co. KG is classified into categories depending on the application concerned. The overriding principle for all classification levels is the "need to know" principle, by which only those persons who require company-critical data to carry out their jobs have access to such data. All ARNOLD UMFORMTECHNIK GmbH & Co. KG partners must observe the classification rules.

Classification level	Identification	Access limitation	Description
PUBLIC	(No labelling)	Information is available in the public domain.	Information classified as "public" does not require labelling. The relevant data officer decides on publication of a document.
INTERNAL	INTERNAL	Information is available to all members of staff.	Information classified as "internal" within ARNOLD UMFORM-TECHNIK GmbH & Co. KG must be labelled as "INTERNAL." Where operationally necessary, internal information may be transmitted to external parties and not limited to employees of ARNOLD UMFORMTECHNIK GmbH & Co. KG.
CONFIDENTIAL	CONFIDENTIAL	Information is available only to certain users.	Information classified as "Confidential" within ARNOLD UMFORMTECHNIK GmbH & Co. KG must be labelled as "CONFIDENTIAL." Where operationally necessary, confidential information may be transmitted to certain users nominated by the author. This occurs via a distribution list.

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TOP SECRET	STRICTLY CONFIDENTIAL	Information is available only to the Executive Board.	Information classified as "strictly confidential" within ARNOLD UMFORMTECHNIK GmbH & Co. KG must be labelled as "STRICTLY CONFIDENTIAL." Strictly confidential information may be transmitted to the Executive Board only. This occurs via a distribution list.
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7 Instructions

The partner company is to issue instructions itself to its employees about these guidelines.

8 Compliance with the supplier guidelines

ARNOLD UMFORMTECHNIK GmbH & Co. KG may carry out checks that the Supplier is in compliance with the above principles and requirements by eliciting information from the supplier, carrying out audits or in another appropriate manner for a justifiable reason, for example in the event of criminal proceedings against the supplier. In the event that statutory requirements in force at the supplier's location are more restrictive than those pertaining to ARNOLD UMFORMTECHNIK GmbH & Co. KG in the Federal Republic of Germany, those regulations shall take precedence.

Any breach against the principles and requirements of these supplier guidelines is a severe breach of contract by the supplier and shall entitle ARNOLD UMFORMTECHNIK GmbH & Co. KG to immediate full, partial, or even final termination of the supplier relationship.

9 Agreement to the supplier guidelines

As a supplier to ARNOLD UMFORMTECHNIK GmbH & Co. KG we support the supplier guidelines by complying with the expectations and requirements therein for our own company and all associated companies. We will encourage our own suppliers to make the same assurance.

We acknowledge herewith the supplier guidelines of ARNOLD UMFORMTECHNIK GmbH & Co. KG and confirm our compliance with them.