

3.8 Documentation security

3.8.1.

Describe briefly what actions have been taken in order to protect (e.g. constrict information/documents from unauthorised access, abuse, intended destruction)

3.8.2.

Have there been any cases of unauthorised access to documents in the last year? How do you prevent this from happening again?

3.8.3.

Please briefly answer the following questions:

- a) Which categories of employees have access to detailed data about the firm?
- b) Which categories of employees are authorised to change this data?
Are changes comprehensively documented?

3.8.4.

Describe briefly what requirements regarding security & safety you require from suppliers in order to avoid abuse of information (e.g. endangering of the supply chain through unsafe practices)

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