



Compliance statement: 006revC
Handling Restricted & Sensitive Data

Secure Data Handling

Restricted data is often stored in electronic format, which can make it more vulnerable to exposure. Because of this the need to protect identifiable information has never been greater.

The Security Officer in Glenair ensures that only employees with limited access are able to use/access restricted information with both parties being responsible and accountable for ensuring that data is handled in a secure manner.

Glenair does not produce restricted or sensitive data; however some customers have the need to transfer such information in either electronic or paper format for manufacturing purposes.

Private venture products originally designed for military uses are also managed in a controlled manner with appropriate and proportionate controls

Glenair is not a List X facility.

Data handling involves viewing, using or destroying data. It also relates to how we transfer the data from one location to another. Data is not always stored electronically. Occasionally it could be paper stored in a secure lockable filing cabinet.

Despite not being a List X facility secure best practices in identifying, transmitting, redistributing, storing or disposing of restricted data is respected.

What is "Restricted" /Sensitive Information/Data?

In our facilities, restricted information/data are elements associated with specific products protected by The Official Secrets Act

This statement is periodically reviewed to ensure that it remains as accurate as it can be.

Date	Change History
Current November 2018	C001, C011, C014,