***Information Transfer Policy-***

* Information must be transfer in Encrypted form over network so that it cannot be tampered and its integrity would maintain properly.
* Always identify and ensure the type of information and then transfer it.
* Firewalls should be implemented properly in the network.
* The data must be verified as secure by an authoritative member of Information Services before the transfer
* Use cloud storage or cloud-based applications for sharing data and any sensitive information.
* A two-stage authentication procedure is adopted whenever files are password protected prior to transfer.
* The external party must acknowledge receipt of the data.