四川科道芯国智能技术股份有限公司  
Sichuan Keydom Smart Technology Co., Ltd

标准文件   
 Standard File

信息资产安全管理标准

Info. Asset Security Mgt. Standard

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# 目的Purpose

为规范四川科道信息资产安全管理过程，保障信息资产的保密性、完整性和可用性，特制定此标准。

Specially made this document to standardize info asset security mgt. process, to safeguard confidentiality, integrity and accessibility of info asset.

# 适用范围Scope

四川科道信息资产安全管理过程。

This standard is applicable for asset security mgt. process of Sichuan Keydom.

# 定义Definition

## 信息资产

本制度中的信息资产指：对公司有价值的知识或数据，存储或处理知识或数据的信息载体，及保障知识和数据的保密性、完整性和可用性的保障硬件。

In this standard, it refers to the knowledge or data valuable to Keydom and their carrier and the security hardware securing their confidentiality, integrity and availability.

信息资产分为5大类：数据资产、软件资产、实物资产、人员资产及服务资产。

Info asset is divided into 5 types: data asset, software asset, physical asset, personnel asset and service asset.

## 一般资产Normal Asset

除人员资产外的其他类别信息资产的统称，包含数据资产、软件资产、实物资产及服务资产。Asset except personnel asset are collectively called Normal Asset, including data asset, software asset, physical asset and service asset.

## 保密性Confidentiality

信息不能被未授权的个人、实体或者活动利用或知悉的特性。

It is a character of data which could prevent from providing and disclosing to unauthorized personnel, process or other entity.

## 密级Classification

信息资产的属性保密性要求程度的等级。 It is the level of confidentiality of info asset.

# 职责Responsibility

## 总经理和管理者代表General Manager and Management Representative

* 负责审核、批准本管理规定。Be responsible to review and approve this standard.
* 负责为本标准的实施提供支持和保障。Be responsible for provide support to the implementation of this standard.

## 安全策略部Security Policy Dept.

* 负责按此文件组织各部门进行信息资产识别及估值，识别重要资产；To organize other depts. to conduct info asset identification and evaluation.
* 负责汇总各部门信息资产识别记录，形成公司信息资产识别与评价表；To summary other depts.’ info asset identification record to make Information Asset Identification and Evaluation Form of Keydom.
* 负责组织和开展信息资产安全管理培训工作；To provide training of info asset mgt.
* 负责监督各部门信息资产保护的合规性。To supervise the compliance of info asset security.

## 研发中心管理部R&D Center

负责研发中心的信息资产识别、信息资产密级确定、信息资产的妥善管理，严格落实信息资产保密管理要求。

Be responsible for info asset identification, classification and management of R&D Center and rigorously implementing info asset confidentiality requirement.

## 人力资源部HR Dept.

* 负责本部门的信息资产识别、信息资产密级确定、信息资产的妥善管理，严格落实信息资产保密管理要求。Be responsible for info asset identification, classification and management of HR Dept. and rigorously implementing info asset confidentiality requirement.
* 负责协助各部门人员资产的保密性、可用性及完整性管理。Be responsible for assisting other depts. to manage confidentiality, integrity and availability of personnel asset.

## 其他各部门Other Depts.

* 负责根据安全策略部的组织，落实部门内部信息资产识别、估值及重要资产识别，及信息资产保护工作。Be responsible for conducting internal info asset identification, classification and management.

## 全体员工All Employees

* 需严格遵守公司信息资产安全管理规定要求，履行信息资产管理及保密职责与义务。All employees should follow info asset security mgt. requirements rigorously and fulfilling relevant management and confidentiality responsibility and obligation.

# 信息资产管理要求Info Asset Mgt. Requirements

## 信息资产种类识别Info Asset Classification

按信息资产形式，将信息资产分为如下五大类。各部门依据此分类，识别部门内所有信息资产，形成信息资产识别与评价表。按要求每年定期更新。

Info asset is divided into 5 types according to their forms. It could be a reference for each dept. to identify internal info asset and make Information Asset Identification and Evaluation Form. Information Asset Identification and Evaluation Form should be updated annually.

|  |  |  |
| --- | --- | --- |
| 分类  Type | 定义  Definition | 举例  Example |
| 数据资产  Data Asset | 电子和实物两种形式的生产数据、配置文件、记录、管理文件和商务文件以及外来数据和文档。  Pro data, configuration doc, record, mgt. doc, commercial doc and external data and doc in electronic and physical forms. | 合同、项目文档、财务报告、发展计划、应急预案等制度文档、技术方案及报告、配置文件、拓扑图、系统信息表、用户手册、数据库数据、操作和统计数据、开发过程中的源代码以及各类外来流入文件电子档及纸质文档等。  Contract, project doc, financial report, strategy plan, system doc, technical proposal and report, configuration doc, topology, system info form, user manual, data base, operational and statistical data, SC etc. and other external doc in electronic or physical form. |
| 软件资产  Software Asset | 信息处理设施(服务器，台式机、笔记本、存储设备等)上安装使用的各种软件，用于处理、存储或传输各类信息。  Software installed on Info processing devices to process, store and communicate info, such as, PC, laptop, storage media and so on. | 操作系统、数据库应用程序、网络软件、办  公应用系统、业务系统程序、软件开发工具等。  Operation system, application on data base, network software, office software, business system application, software development tools and so on. |
| 实物资产  physical asset | 各种与业务相关的IT物理设备或使用的硬件设施，用于安装已识别的软件资产、存储已识别的数据资产或对部门业务有支持作用的实物。  Business related physical IT devices or hardware being used for software installation, data storage and dept. business support. | 主机、存储设备、网络设备、安全设备、计算机外设、移动存储介质、布线系统，卡基、敏感物料和卡片，及保障设备（UPS、监控、报警、门禁）等。  Computer, storage device, network device, security device, PC peripheral, storage media, cabling system, card, sensitive material and security device (UPS, CCTV, alarming system, access control) et. |
| 人员资产  Personnel Asset | 各种对已识别的数据资产、软件资产和实物资产进行使用、操作和支持（也就是对业务有支持作用）的人员角色。承担特定岗位相关责任的人员。  Personnel using, process and support any data asset, software asset and physical asset identified. And personnel with specific responsibility. | 管理人员、销售人员、技术支持人员、开发人员、数据处理人员、安全人员、IT运行维护人员、仓库人员、普通用户、外包人员、有合同约束的保安、清洁员等。  Mgt., sale, technical support, R&D, data processing, security mgt., IT, warehouse keeper, normal user, outsourcing, guards, cleaner etc. |
| 服务资产  Service Asset | 包括各种以购买方式获取的，或者需要支持部门特别提供的、能够对其他已识别资产的操作起支持作用（即对业务有支持作用）的服务。  Service purchased to provide support to operation info asset identified. | 产品技术支持、运行维护服务、桌面帮助服务、内部基础服务、网络接入服务、安保（例如监控、门禁、保安等）、呼叫中心、咨询审计、基础设施服务（供水、供热、供电）等。  Product technical support, operating maintenance, desk help, internal basic service, network access service, calling center, consultant and audit, power and water etc. |

## 信息资产评价Info Asset Evaluation

安全策略部每年组织各部门，针对已识别的信息资产，结合其在保密性（C）、完整性（I）和可用性（A）三个方面所表现出的重要程度，评价信息资产价值，形成信息资产识别与评价表。

Security Policy dept. will organize other dept. to value info asset identified by combining with the important level of confidentiality (shorted as C), integrity (shorted as I) and availability (shorted as A) annually. An Information Asset Identification and Evaluation Form should be made as the output of this activity.

目前将信息资产的C、I、A属性分别划分为5个级别，每个级别对应不同的保密性、完整性、可用性估值。

Now the importance of C, I and A are divided into five levels which are corresponding with five values.

### 保密性（C）赋值Value of C

一般资产根据其在保密性方面的不同要求，人员资产则根据人员所接触的信息在保密性方面的不同要求，将其分为五个不同的等级，分别对应资产在泄露后造成不同程度损失。

C value of Normal Asset is decided by its confidentiality requirement level. C value of Personnel Asset is decided by the confidentiality requirement level of Normal asset he could access. The importance of C is divided into five levels according to the loss caused by disclosure.

|  |  |  |  |
| --- | --- | --- | --- |
| 估值  Value | 接触/存取信息资产的范围  （人员资产）  The scope of info asset the Personnel Asset could access or get. （Personnel Asset） | 信息资产泄露导致的损失定性描述  （一般资产）  Qualitative description of the loss caused by info asset divulged (Normal Asset) | 人员资产接触的信息资产/信息资产泄露导致的损失  定量描述（以定性为主，定量为辅）  Quantitative description of the loss caused by info asset divulged |
| 4 | 可以接触/存取商密各个级别的信息  Who could access/get all levels info | 包含组织最重要的秘密，关系未来发展的前途命运，对组织根本利益有着决定性的影响，如果泄露会造成灾难性的损害  Which is most important secret of company which is related to company future development and decisive to fundamental benefit of company, its disclosure could cause disastrous loss. | 导致100万以上损失  Loss＞1 million CNY |
| 3 | 最高可以接触/存取到同级别的信息  Who could only access/get the same levels info | 包含组织的重要秘密，其泄露会使组织的安全和利益受到严重损害  Which is important secret of company, its disclosure could cause a little loos of security and benefit. | 导致100万（含100万）以下损失  0.2 million CNY＜Loss≤1 million CNY |
| 2 | 只可以接触/存取一般性的秘密信息和内部使用信息  Who could only access/get the normal secret info and internal info | 组织的一般性秘密，其泄露会使组织的安全和利益受到损害  Which is normal secret of company, its disclosure could cause loos of security and benefit. | 导致1~20万（含20万）以下损失  0.01 million CNY＜Loss≤0.2 million CNY |
| 1 | 只可以接触/存取内部使用和公开信息  Who could only access/get the internal info and public info | 仅能在组织内部或在组织内某一部门内公开的信息，向外扩散有可能对组织的利益造成轻微损害  Which is info only being public within one dept. or company, disclosure may cause little loos. | 导致1万（含1万）以下损失  0 CNY＜Loss≤0.01 million CNY |
| 0 | 只可以接触/存取对外公开的信息  Who could only access/get the public info | 可对社会公开的信息，公用的信息处理设备和系统资源等  Which is info being public to society and public info processing system and system resource etc. | 无损失  Loss=0 |

### 完整性（I）赋值Value of I

一般资产在完整性方面的不同要求，人员资产则根据在人员正确作业方面的不同要求，将其分为五个不同的等级，分别对应资产缺失（或部分缺失）时的损失。

I value of Normal Asset is decided by its integrity requirement level. I value of Personnel Asset is decided by the correct operation requirement level. The importance of I is divided into five levels according to the loss caused by non-integrity.

|  |  |  |  |
| --- | --- | --- | --- |
| 估值  Value | 完整性缺失对组织的影响定性描述（人员资产）  Qualitative description of the loss caused by lack of integrity (Personnel Asset) | 完整性缺失对组织的影响定性描述（一般资产）  Qualitative description of the loss caused by lack of integrity (Normal Asset) | 人员资产不当作业/一般资产缺失造成的损失定量描述（以定性为主，定量为辅）  Quantitative description of the loss caused by lack of integrity |
| 4 | 如果该人员未正确执行其职务内容，将造成公司业务运作效率大幅度降低或停顿Improper operation which could cause significantly decrease of efficiency or pause to company’s operation. | 如果该资产未正确运行或损坏，将造成公司业务运作效率大幅度降低或停顿  Failure or improper operation of the asset which could cause significantly decrease of efficiency or pause to company’s operation. | 导致100万以上损失  Loss＞1 million CNY |
| 3 | 如果该人员未正确执行其职务内容，将造成部门/处室之业务运作效率明显降低或停顿  Improper operation which could cause oblivious decrease of efficiency or pause to dept.’ operation. | 如果该资产未正确运行或损坏，将造成部门/处室之业务运作效率明显降低或停顿  Failure or improper operation of the asset which could cause oblivious decrease of efficiency or pause to dept.’ operation. | 导致100万（含100万）以下损失  0.2 million CNY＜Loss≤1 million CNY |
| 2 | 如果该人员未正确执行其职务内容，将造成相关工作任务效率小幅度降低或停顿  Improper operation which could cause little decrease of efficiency or pause to related operation. | 如果该资产未正确运行或损坏，将造成相关工作任务效率小幅度降低或停顿  Failure or improper operation of the asset which could cause little decrease of efficiency or pause to related operation. | 导致1~20万（含20万）以下损失  0.01 million CNY＜Loss≤0.2 million CNY |
| 1 | 如果该人员未正确执行其职务内容，会对业务运作造成轻微影响  Improper operation which could cause little consequence to related business operation. | 如果该资产未正确运行或损坏，会对业务运作造成轻微影响  Failure or improper operation of the asset which could cause little consequence to related business operation. | 导致1万（含1万）以下损失  0 CNY＜Loss≤0.01 million CNY |
| 0 | 如果该人员未正确执行其职务内容，基本不会对业务运作造成影响  Improper operation which will not cause little consequence to any operation. | 如果该资产未正确运行或损坏，基本不会对业务运作造成影响  Failure or improper operation of the asset which will not cause little consequence to any operation. | 无损失  Loss=0 |

### 可用性（A）赋值Value of A

根据资产在可用性方面的不同要求，人员资产则根据在人员可用性方面的不同要求，将其分为五个不同的等级，分别对应资产在不可用（或部分不可用）后导致的损失。

A value of Normal Asset and Personnel Asset are decided by its accessibility requirement level. The importance of C is divided into five levels according to the loss caused by non-accessibility.

|  |  |  |  |
| --- | --- | --- | --- |
| 估值  Value | 可用性缺失对组织的影响定性描述（人员资产）  Qualitative description of the loss caused by lack of accessibility (Personnel Asset) | 可用性缺失对组织的影响定性描述（一般资产）  Qualitative description of the loss caused by lack of accessibility (Normal Asset) | 人员资产或一般资产不可用导致的损失范围定量描述（以定性为主，定量为辅）  Quantitative description of the loss caused by lack of accessibility |
| 4 | 如果要维持业务正常运作，仅可以容忍该人员所承担职务极短时间突然缺席  To keep business operation, the personnel could only be absent suddenly for highly short time. | 可用性价值非常高  The value of accessibility is very high.. | 导致100万以上损失  Loss＞1 million CNY |
| 3 | 如果要维持业务正常运作，仅可以容忍该人员所承担职务较短时间突然缺席  To keep business operation, the personnel could only be absent suddenly for quite short time. | 可用性价值较高  The value of accessibility is a high. | 导致100万（含100万）以下损失  0.2 million CNY＜Loss≤1 million CNY |
| 2 | 如果要维持业务正常运作，仅可以容忍该人员所承担职务短时间突然缺席  To keep business operation, the personnel could only be absent suddenly for short time. | 可用性价值中等  The value of accessibility is moderate.. | 导致1~20万（含20万）以下损失  0.01 million CNY＜Loss≤0.2 million CNY |
| 1 | 如果要维持业务正常运作，仅可以容忍该人员所承担职务较长时间突然缺席  To keep business operation, the personnel could only be absent suddenly for long time. | 可用性价值较低  The value of accessibility is little. | 导致1万（含1万）以下损失  0 CNY＜Loss≤0.01 million CNY |
| 0 | 如果该人员缺席，基本不会对业务正常运作造成影响  The absence of the personnel will not cause any negative consequence to business operation. | 可用性价值可以忽略  The value of accessibility is negligible. | 无损失  Loss=0 |

### 信息资产价值Value of Info Asset

保密性估值、完整性估值和可用性估值中的最大值，为该信息资产的信息资产价值。

The value of info asset is the maximum value among C value, I value and A value.

## 信息资产安全控制 Info Asset Security Control

### 重要信息资产安全风险控制Security Risk Control of Important Info Asset

#### 重要信息资产Important Info Asset

当信息资产价值大于等于3时，则该资产为重要资产。

The info asset with value greater than 3 or equal to 3 is the important info asset.

#### 每年组织各部门针对重要信息资产，进行安全风险评估及管理工作。识别重要信息资产所面临的威胁及存在的脆弱点，评估安全风险等级，采取安全风险控制措施，确保重要信息安全资产的保密性、完整性及可用性。具体流程，参见《安全风险评估管理程序》。

For important info asset, security risk evaluation and mgt. will be organized annually. To identify the threat faced and vulnerability existed, value level of security risk and adopt control measures to secure the confidentiality, integrity and availability of important info asset. Detail process could be found in Security Risk Evaluation Standard.

### 信息资产保密管理Confidentiality Mgt. of Info Asset

#### 密级划分、确认、变更Confidentiality classification, confirmation and change

* 公司将信息密级划分为了5个等级，每个等级对应了信息资产保密性要求的不同程度。公司内所有的信息资产载体上，都应该明确标注所载信息的密级，尤其是文件标准、记录的每一页上，都应在页脚位置标注正确的密级。Confidentiality is divided into five levels and each level will be corresponding with the level of confidentiality requirement of the info asset. All info asset carriers should be labeled with the confidentiality classification, especially for the doc and record whose classification should be labeled at the footers appropriately.
* 每年或在发生重大变更时，通过信息资产识别及保密性评估，评审保密性级别等级及确定信息资产相应的密级。Review the classification of info asset by info asset identification and confidentiality evaluation annually or after significant change happened.

|  |  |  |  |
| --- | --- | --- | --- |
| 密级  Classification | 保密性  估值  C Value | 一般资产举例  Example of Normal Asset | 人员资产举例  Example of Personnel Asset |
| 4级  （绝密）  Top Secret | 4 | 公司主要投资、投资收回或重组项目Investment or recombination project.  创新产品、研发技术资料Innovative product and corresponding technical data  可能影响股票价值的信息Info which may affect stock value  政府、财务或法律相关的高度敏感信息 Highly sensitive info related to government, financial or law. | 董事会成员、总经理以及与绝密内容有直接关系的工作岗位人员  Board officers, GM and employees with direct connection to these top secret Normal Asset |
| 3级  （机密）  Confidential | 3 | 客户逻辑密钥、客户数据、专有秘密算法  安全评估文件和报告、安全\质量检测报告  Logical key and data of customer, dedicated secret algorithm, security assessment doc and report, security/quality testing report. | 分管副总经理、一级部门部长以上(含)管理人员以及与机密内容有直接关系的工作岗位人员  Branched vice GM, mgt. personnel above minister and employees with direct connection to these confidential Normal Asset |
| 2级  （秘密）  Secret | 2 | 产品技术、客户说明书、IT系统\网络核心安全配置信息、软件授权 Technology, specification for customer, configuration info related to IT mgt., software license  合同/协议、人事档案、资产档案、核心岗位通讯录、财务报表、统计资料、会议记录Contract/agreement, personnel file, asset file, address book of key employees,, financial report, statistical data and meeting record.  审计报告、审计跟踪及日志文件Audit report, audit tracking and log doc. | 一级部门主管级别、各中心部长以上（含）管理人员以及与秘密内容有直接关系的工作岗位人员  mgt. personnel above minister and employees with direct connection to these secret Normal Asset |
| 1级  （内部）  Internal | 1 | 公司内部邮件、公司非敏感岗位通讯录数据、内部流程与规程及管理制度  Internal mail, address book for normal posts, internal mgt. system doc. | 除上述4级、3级、2级以外的所有其他岗位人员  Other employees of Keydom excepting about level 2/3/4. |
| 0级  （公开）  Public | 0 | 营销宣传、新闻、招聘宣传、公司公开网站上的信息  Marketing publicity doc, new, recruitment notice, info on website | / |

* 若密级大于等于2级的信息资产的密级，因信息资产保密性需求变更而变更，则按照如下流程完成密级变更审批、登记。审批通过后，原密级失效，遵循新的密级对应的管理要求，控制信息资产。If the classification (≥2) need to be changed for confidentiality requirement change, application should be completed as below process flowing chart. Mgt. requirement for updated classification should be followed after the application is approved.



* 若密级小于2级的信息资产的密级，因信息资产保密性需求降低而降低，则按如下流程完成密级变更审批、登记。审批通过后，原密级失效，遵循新的密级对应的管理要求，控制信息资产。If the classification (＜2) need to be changed for confidentiality requirement change, application should be completed as below process flowing chart. Mgt. requirement for updated classification should be followed after the application is approved.



#### 保密期限 Confidentiality Period

不同密级的信息资产有不同的保密期限要求，保密期限届满即自行解密，即可不受控于密级对应的标识、传输、存储及销毁控制要求。

There are different confidentiality periods for different classification info asset. After the expiration, the info asset could be free of the labeling, transmission, storage and destruction requirements.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 密级  Classification | 4级  （绝密）  Top Secret | 3级  （机密）  Confidential | 2级  （秘密）  Secret | 1级  （内部）  Internal | 0级  （公开）  Public |
| 保密期限  Confidentiality Period | 30年  Thirty Years | 20年  Twenty Years | 10年  Ten Years | 3年  Three Years | / |

#### 密级标识Classification Identifier

对于可以进行电子标识或物理标识的资产，依据如下要求，进行标识，以突出资产重要性，引起管理重视并提醒持有者，按照对应的保护规格进行妥善保护和使用。Label the info asset able to be label electronically or physically as below requirements to highlight the importance and attract attention of holder to keep it secure as required.

* 数据资产：依据信息资产的保密性估值，确定密级为1级及以上，按需进行指明密级的电子标识（例如制度文件、管理办法、体系文件、技术方案及报告、表单等）。Data Asset: Electronically label the info asset with classification ≥1, such as internal mgt. system standards, technical plan and report, record etc.
* 实物资产：公司实物资产，均贴有固定资产标识，且受控于季度和年度固定资产盘点管理。对于依据信息资产的保密性估值，确定密级为2级及以上，另外还需粘贴指明密级的标签，进行标识。Physical Asset: All the asset belonging to Keydom have been labeled with fixed asset identifier and are subject to quarterly and annually inventory mgt. For the classification ≥2, other classification identifier should be labeled.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 密级Classification | 4级  （绝密）  Top Secret | 3级  （机密）  Confidential | 2级  （秘密）  Secret | 1级  （内部）  Internal | 0级  （公开）  Public |
| 密级标识  Classification Identifier | 密级：4级绝密  Classification: Level 4 Top Secret | 密级：3级机密  Classification: Level 3 Confidential | 密级：2级秘密  Classification: Level 2 Secret | 密级：1级内部  Classification: Level 3 Internal | 密级：0级公开  Classification: Level 0 Public |

#### 一般资产的传输、存储、销毁、访问控制要求Transmission, Storage, Destruction and Access Control Requirement for Normal Asset

| 密级  Classification | 传输Transmission | | 储存Storage | | 销毁Destruction | | 访问控制Access Control | 复印  Copy |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 物理(如有)  Physical (If y) | 电子(如有)  Electronically (If Y) | 物理(如有)  Physical (If y) | 电子(如有)  Electronically (If Y) | 物理(如有)  Physical (If y) | 电子(如有)  Electronically (If Y) |
| 4级  （绝密）  Top Secret | 登记快递/人工  无标记的双信封其中公司信封需标明密级标识  收件通知  Registered express/labor  Double envelopes, the inner one with c identifier  Receipt Notice | 不得进行非加密的电子传输  Prohibit not-encrypted transmission | 受控区域内的安全保险柜  Safe in Controlled area | 内部系统加密  不得存于移动存储设施中  Be encrypted., not be stored in removable media | 由拥有者安全销毁涉及信息及/或物理粉碎销毁介质  销毁记录  Securely shredded the physical by owner, keep record | 安全逻辑销毁数据(采用不可恢复的方式)  Securely destroyed the data to be unrecoverable | 董事会成员、总经理及与绝密内容有直接关系的工作人员可访问Board officers, GM, relevant worker | 不允许复印件  No copy. |
| 3级  （机密）  Confidential | 登记快递  含地址的双信封  其中公司信封需标明密级标识  收件通知  Registered express/labor  Double envelopes, the inner one with c identifier  Receipt Notice | 加密的传真，组件分开途径传输的快递，或加密传输的邮件  Encrypted fax. Diplite | 电子安全销毁涉及信息/或物理销毁介质(销毁设备)  双控物理销毁  Securely shredded the physical under dual control | 分管副总、部长级别以上人员及与机密内容有直接关系的工作人员可访问Branched GM or above, minister, relevant worker | 由拥有者按需提供  Provided by owner as needs |
| 2级  （秘密）  Secret | 签约快递  含地址的单信封  收件通知  Cooperated express, envelop, receipt notice. | 加密的传真或安全邮件  Encrypted fax or mail | 上锁的柜子  Locked cabinet | 内部系统  需加密  Internal system and encrypted | 最好通过例如碎纸机的销毁设备物理销毁介质  Better to destroy it by shredding equipment. | 部门主管级别以上人员及与秘密内容有直接关系的工作人员可访问  Minister or above, relevant worker | 按需提供  As needs |
| 1级  （内部）  Internal | 签约快递  含地址的单信封  Cooperated express, envelop | 对内-传真/邮件  对外-加密传真/邮件  Internal-fax/mail  External-encrypted fax/mail | 受控区域  Controlled area | 内部系统  Internal system | 公司内部员工可访问  For internal employees | 按需进行  As needs |
| 0级  （公开）  Public | / | / | / | / | / | / | / | / |

#### 一般信息资产的访问申请Access Application for Normal Asset

* 如下为访问非授权访问密级大于等于2级的信息资产的申请流程。Below is the application process for requesting to access info asset unauthorized with classification ≥2:



* 如下为访问非授权访问密级小于2级的信息资产的申请流程。Below is the application process for requesting to access info asset unauthorized with classification ＜2:



#### 人员资产的保密控制Confidentiality Mgt. of Personnel Asset

* 所有员工入职前需统一签订员工保密协议。All employees should sign the confidentiality agreement.
* 所有在职员在在职期间，及保密协议规定的保密期内，需严格遵守公司信息安全及保密规章制度，不得以任何方式泄露公司秘密。否则公司根据遭受的损失将追究其责任，包括法律途径的追责。During working life and confidentiality period, all employees should adhere the info security and confidentiality standards and regulations rigorously and any behavior to divulge secret of Keydom is prohibited. Keydom has right to hold accountable for any loss caused by these, including by legal approach.

#### GSM卡资产安全控制GSMA Card Asset Security Control

在上述密级确认流程基础上，结合GSMA要求，单独定义GSM卡资产（卡产品及相关组件、卡生产相关数据）的等级如下。On basis of above classification confirmation procedure, specially defined the GSMA card asset classification combining with GSMA requirements as below, including cards, components and pro data.

|  |  |  |  |
| --- | --- | --- | --- |
| GSM卡资产分类  GSMA Asset Type | 分级  Classification of GSMA | 对应密级  Classification of Keydom | 举例  Examples |
| 卡产品及相关组件  Cards and relevant components | 一级  L 1 | Level 3 and 4 | SIM卡成品卡/坏卡（在个人化步骤）；主卡/客户卡/HSM密钥卡。SIM card finished product; Reject card (generated in personalization) |
| 二级  L 2 | Level 1 and 2 | 组装环节的芯片和坏芯片；组装和嵌入步骤的模块和不合格模块。  在封装和初始化步骤的卡和不合格卡。邮件和被拒绝的邮件。Module and reject Module during assembling and embedding processes; Module and reject module during pre-personalization process; Mail and rejected mail. |
| 卡生产相关数据  Card pro data | 一级  L 1 | Level 3 and 4 | 密钥（Ki，ADM，OTA，加密Ki的密钥）；客户数据（发生器，使用于个人化的生产文件）；计算程序。Key (Ki, ADM, OTA, and key encrypted Ki), Ki and main key in output doc; Customer data (Generator, pro document used in personalization); Calculation application. |
| 二级  L 2 | Level 1 and 2 | 不包含一级信息的输入和输出文件。Input and output document without level 1 information. |

在满足上述各安全要求的基础上，结合GSMA要求，不同级别GSM卡产品及相关组件应满足如下不同要求。On basis of compliance to above security requirement, should keep compliance to below requirements for GSMA card asset and components defined by combining with GSMA requirements.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 类型  Level | 审计记录跟踪对象Objective | 运输方式  Shipment | 存储方式  Storage | 销毁要求  Destruction |
| 一级  L1 | ·卡/不合格卡。Card/Reject card  ·主卡/批次卡：库存单和常规库存。Main card/ batch card: Storage order and ordinary stock. | ·成品卡：公司程序“安全运输”。Finished Card: referring to security transportation standard.  ·主卡/客户卡：双信封包装和转移交接记录。Main card / Customer Card: double envelop package and transferring record. | ·成品：密封的盒子放置在金库或高安全区域。Finished product: sealed boxes to be stored in vault and HSA.  ·废卡：打孔后放入容器或者密闭的手推车。Reject card: punched before store them into container or sealed trolley.  ·主卡/客户卡：金库或者安全地方。Main card/ Customer card: Vault or security place. | ·不合格卡：双重控制下使用碎纸机销毁，且有记录。Reject card: to be destroyed by shredder under double control and with record.  ·主卡/客户卡：双控销毁必须有相关记录。Main card/ Customer Card: to be destroyed under double control and with record. |
| 二级  L2 | 卡/不合格卡。  Card/Reject card | 成品卡：公司程序“安全运输”。Finished Card: referring to security transportation standard. | ·部分完成卡或模块：  受控制的或专用区域。Partial finished card or module: to be controlled or to be stored in dedicated area.  ·不合格卡：容器或封闭的手推车。Reject card: to be stored in container or locked trolley. | 不合格卡：使用碎纸机销毁，且有记录。Reject card: to be destroyed by shredder and with record. |

在满足上述各安全要求的基础上，结合GSMA要求，不同级别GSM卡生产相关数据应满足如下不同要求。On basis of compliance to above security requirement, should keep compliance to below requirements for GSMA card pro data defined by combining with GSMA requirements.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 类型  Type | 创造/生成  Creation/Generation | 传输方式  Transmission | 存储方式  Storage | 销毁要求  Destruction |
| 一级  L1 | 直接在生产网络中生成加密的电子信息，不能有任何的纸质副本（例如：客户导入密钥）。Electronically encrypted info generated in pro network directly, such as customer loading key. Any paper copy is prohibited. | ·在车间：以加密的形式在网络上使用。Within workshop: To be used in encryption form on network.  ·对外交流：除特定客户的要求，都需用加密形式。External communication: in encryption form besides customers’ special requirements. | 在网络上加密。Be encrypted on network | ·通过反复重写存储介质达到安全销毁目的。By re-writing storage media many times.  ·用碎纸机粉碎存储介质。Storage media should be shredded by shredder. |
| 二级  L2 | 在网络上直接生成，不能有任何的纸质副本。  Directly generated on network and all paper copy is prohibited. | ·在车间（高安全区）：在网络上使用。Within HSA: To be used on network.  ·对外交流：除特定客户的要求，都需用加密形式。External communication: in encryption form besides customers’ special requirements. | 网络上。On network | ·通过重写存储介质。By re-writing storage media many times.  ·用碎纸机粉碎存储介质和信件（如：PIN，PUK）。Storage media and envelop should be smashed by shredder, such as PIN, PUK etc. |

### 重要人员资产的完整性和可用性管理Integrity and Accessibility Mgt. of Important Personnel Asset

依据识别出的重要人员资产，应确定备份/代理要求来确保业务持续运行，不因重要人员资产的完整性和可用性缺失而中断。Designate backup for important personnel identified to avoid business interrupt for lacking of integrity and accessibility.

# 监督考核Supervision and Performance Evaluation

安全策略部将根据本管理标准，对各部门/中心信息资产安全保护的合规性，进行监督检查。对于不合规的情况将责令整改，对于屡次违规的，或对公司造成损失的，将对责任部门以及责任人进行绩效考核并追责。

Security Policy dept. should check the compliance of other depts. info security basing this standard. Require them to make corrective action for not compliance items. Hold them accountable for loss caused by their incorrigible behavior.

# 参考文件Reference Document

* 卡及敏感组件安全管理标准Cards and Sensitive Components Security Mgt. Standard
* 产品安全运输管理标准Product Transportation Mgt. Standard

# 相关记录Relevant Record

* 信息资产识别与评价表Info Asset Identification and Evaluation Form
* 信息资产密级变更/访问申请单Info Asset Classification Change Request
* 信息资产密级变更/访问登记表Info Asset Classification Change Register