

## Annex 3 - Supplier Notifications/Requests to BT Security Contact

**SUPPLIER to Complete Section 1.**

**(email completed query form to [security@bt.com](mailto:security@bt.com), in the Subject title please enter “BT Security Contact required for Security clause query/Incident”)**

**Section 1.**

1. Indicate the nature of the query regarding the Security terms and Conditions with BT Security Contact using the Clause descriptions below and check the box appropriate to the query. It will be easier for us to respond if you provide some detail in connection with your request.

Clause ref	Clause description	Check Box to select
3.1	Supplier shall promptly notify BT of the Supplier’s Security Contact details and any change to them. <a href="#">Please enter details below:</a> Choose an item.	<input type="checkbox"/>
3.2	At commencement of the Contract the Supplier shall notify the BT Security Contact in writing using Annex 3 of the geographical locations where the main services are delivered relevant Contract Personnel are located or BT information is processed or stored. During the Contract the Supplier must also notify any proposed change of geographical location to the BT Security Contact via Annex 3, so BT may re-assess any risk to BT or BT Customer Information. The Supplier shall ensure all contracts with relevant Subcontractors, include written terms requiring the Subcontractor to comply with BT’s Supplier Security Requirements to the extent they are applicable. These terms must be in place between Supplier and its Subcontractor before the Subcontractor or any of its personnel can access BT Systems and BT information. <a href="#">Please enter location details below:</a> Choose an item.	<input type="checkbox"/>
3.5	Supplier shall notify BT Security contact using Annex 3, should the supplier be subject to a merger, acquisition, or changes in ownership, so we may re-assess any risk to BT and BT or BT Customer information. <a href="#">Please enter details below:</a> Choose an item.	<input type="checkbox"/>
3.8	Supplier shall have in relation to the provision of the Supplies, formal security incident management procedures with defined responsibilities and any information on any security incident shall be treated “In Confidence”. Supplier shall inform BT Security Contact using Annex 3, within a reasonable period of time upon its becoming aware of any incident: i) involving material loss, corruption, damage or misuse of BT Information, BT Physical Assets, BT Items or improper or un-authorized access to BT Systems and BT Information or breach of any of Supplier's obligations under these Security Requirements; or ii) involving any inability to deliver the Supplies in accordance with the contract. iii) any action that is in breach of the requirements in this Security document).  Upon reasonable request, Supplier shall promptly provide to BT a written report with a remedial plan including a timetable and steps to be taken to avoid a repeat of the incident. <a href="#">Please enter high level details below:</a>	<input type="checkbox"/>
4.4	Supplier shall maintain a confidential hotline facility, available to all its personnel, to the extent permissible by the law to be used by the Contract	<input type="checkbox"/>

PUBLIC

	Personnel if they are instructed to act in an inconsistent manner in violation of these Security Requirements. Relevant reports to be notified to the BT Security contact using Annex 3. <a href="#">Please enter high level details below:</a>	
8.2	Only approved BT build servers, BT Webtop PCs and Trusted End Devices are allowed to directly connect (plug into LAN port or Wireless connection) to BT domains. Supplier shall not (and, where relevant, shall ensure that any Contract Personnel shall not) without the prior written authorisation of the BT Security Contact (Using annex 3) connect any equipment not approved by BT to any BT Domain. The BT Security Contact shall provide the written authorisation upon initiating the security policy concession process within BT. <a href="#">Please enter high level details below:</a>	<input type="checkbox"/>
9.14	Supplier shall ensure that photography and/or the image capture of any BT Information or BT customer Information is prohibited. Under exceptional circumstances where there may be business requirements to capture such images, temporary exemption to this clause must be obtained in writing from BT Security Contact using annex 3. <a href="#">Please enter high level details below:</a>	<input type="checkbox"/>
12.6	If required for the purposes of ensuring compliance in relation to security matters, the BT Network Security Contact (and/or his nominees, who shall all be employees of BT) shall have similar rights (mutatis mutandis) if requested as part of the Supplies, of Familiarisation and Validation (as defined in the Access to Information Agreement) in respect of Source Material (as defined in the Access to Information Agreement). <a href="#">Please enter high level details below:</a>	<input type="checkbox"/>
13.2c	Inter domain linking to BT Systems is not permissible unless specifically approved and authorised by BT Security Contact using annex 3. <a href="#">Please enter high level details below:</a>	<input type="checkbox"/>
16.3	The Supplier shall provide to the BT Network Security Contact the names, addresses (and such other details as BT shall require) of all individual Contract Personnel who shall from time to time be directly involved in the deployment, maintenance and/or management of the Supplies before they are respectively engaged in such deployment, maintenance and/or management. <a href="#">Please enter high level details below:</a>	<input type="checkbox"/>
16.5	The Supplier shall provide the BT Network Security Contact with a schedule (updated as necessary from time) of all active components comprised in the Supplies and their respective sources. <a href="#">Please enter high level details below:</a>	<input type="checkbox"/>
16.10	The Supplier shall promptly, and in any event within 7 Working Days, provide to the BT Network Security Contact full details of any features and/or functionality in any the Supplies (or that are planned in the Roadmap for any the Supplies) that from time to time: <a href="#">Please enter high level details below:</a>	<input type="checkbox"/>
Non-specific	Unable to identify specific clause or an additional security related query. <a href="#">Please enter high level details below:</a>	<input type="checkbox"/>
Annex 1	Approvals required by BT Security contact in relation to BT Information Classification <a href="#">Please enter high level details below:</a>	<input type="checkbox"/>

2. Please complete the following so that you query may be allocated as quickly as possible to the appropriate Security contact.

1	Supplier Company name	
2	Supplier Contact Name	
3	Telephone Number	
4	Email Address	
5	Contract Number	
6	Date of query/Incident	
7	Suppliers Main BT Contact Name <i>(Person who the supplier deals with on a regular basis for BT work)</i>	
8	BT Contact Telephone Number	
9	Details of Query	

**Section 2 – BT Use only**

Date query received		Helpdesk reference number	
---------------------	--	---------------------------	--

1. Check the supplier has selected at least one security clause from the first table. In the second table the supplier must have completed rows 1 – 7 and 9 as a minimum. If there is detail missing you will need to contact the supplier to obtain missing information.
2. If the Supplier has selected a Security clause that is highlighted in green this will need to be handled by the BT Security Cert Team and should be recorded on Raptor and this supplier request form emailed on to the CERT team.
3. If the Supplier has selected a security clause that is highlighted in blue this will need to be handled by the Network Security team and this form emailed to [Kevin Waterfall](#) and [Neil Trask](#)
4. All other Security clauses will be handled by the BT Security IA team. This Data capture form can now be sent to the BT Security IA Team front door.
  - a. In the subject title copy and paste the contents of the first 2 columns of the 1<sup>st</sup> table that corresponds with the check box the Supplier selected and add the name of the Supplier. e.g. 0800 3.1) – Supplier Name  
*(This is Important as the receiving email box will be running a script against the Subject title)*
  - b. Attach the Supplier request form and send to [Risk & Compliance G](#)

PUBLIC