

## Handling Rules for Information classified as

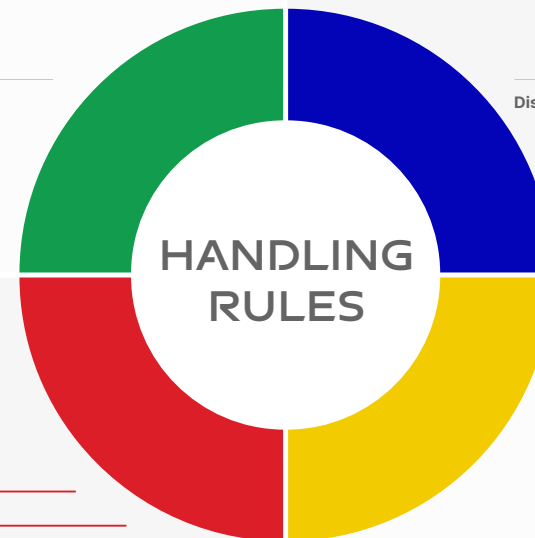
# PUBLIC

	ELECTRONIC INFORMATION	PHYSICAL INFORMATION	VERBAL INFORMATION
Classification and Labeling	To be classified and labeled as <b>"PUBLIC"</b>	To be classified and labeled as <b>"PUBLIC"</b>	✓ No restrictions
Storage	✓ No restrictions	✓ No restrictions	—
Copying and Distribution	✓ No restrictions	✓ No restrictions	✓ No restrictions
Transmission and Transport	✓ No restrictions	✓ No restrictions	✓ No restrictions
Downgrading	—	—	—
Disposal	✓ No restrictions	✓ No restrictions	—

## Handling Rules for Information classified as

# GEA INTERNAL

	ELECTRONIC INFORMATION	PHYSICAL INFORMATION	VERBAL INFORMATION
Classification and Labeling	To be classified and labeled as <b>"GEA INTERNAL"</b>	To be classified and labeled as <b>"GEA INTERNAL"</b>	✓ No restrictions
Storage	Company desktop/laptop with encrypted hard drives and corporate registered and managed mobile devices, corporate databases, and authorized cloud applications.	Reasonable precautions to restrict display and access	—
Copying and Distribution	Only to be shared internally or with entrusted 3rd Parties (who have a need to know)		—
Transmission and Transport	No internal restrictions for file sharing.	No restrictions. Regular mail allowed.	All kind of internal approved communication systems may be used.
Downgrading	Downgrading to PUBLIC can be performed and shall be documented. A justification for downgrading is mandatory and will be logged.		
Disposal	Return device to IT where it will be at least securely overwritten prior disposal with the intent that original data is non-retrievable.	Shredder or confidential waste bins	—



## Handling Rules for Information classified as

# GEA STRICTLY CONFIDENTIAL

	ELECTRONIC INFORMATION	PHYSICAL INFORMATION	VERBAL INFORMATION
Classification and Labeling	To be classified and labeled as <b>"GEA STRICTLY CONFIDENTIAL"</b>	To be classified and labeled as <b>"GEA STRICTLY CONFIDENTIAL"</b>	The confidential level of the information shall be mentioned at the beginning of a communication.
Storage	Only encrypted storage combined with Digital Rights Management (DRM) is permitted.	Do not keep unattended in your work area and store with appropriate physical security with access only to authorized personnel. The information shall be locked away in a safe. The office rooms shall be locked outside of the working hours.	—
Copying and Distribution	Access only to authorized personnel as well as dedicated 3rd parties and only under a confidentiality obligation. For GEA employees: Confidentiality obligation needs to be part of work contract. For external 3rd parties: NDA with party or its organization required.	User or entrusted person must be present during printout. A secure printing mode (incl. authentication) shall be favored. For external recipients confidentiality obligation / NDA required. Sharing via fax not allowed.	The confidential level of the information shall be mentioned at the beginning of a communication.
Transmission and Transport	The transmission must be documented (e.g. by email). Encrypted emails and protected attachment are required. Up-to-date secure transport encryption required. Up-to-date secure data-level encryption required.	The transmission must be documented (e.g. minutes of meetings or correspondence). If possible, no external sharing. If required, only personal handover against signature in a double envelope, each glued together. The closure of the inner envelope must be signed or enclosed.	Ensure that no 3rd parties listen to your conversation. Messages containing confidential or strictly confidential information shall not be left on answering machines, voice boxes etc. Record (e.g. in a memo or e-mail) which information was transmitted to whom – for documentation purposes. If possible, no use of any communication systems – only direct conversation in secure environment without any mobile devices in the room.
Downgrading	Downgrading to PUBLIC, GEA INTERNAL or GEA CONFIDENTIAL can be performed and shall be documented. The CISO will receive an email notification. A justification for downgrading is mandatory and will be logged.	Downgrading shall be approved by the Information Owner and the GEA CISO shall be informed. The downgrading shall be documented. Downgrading to PUBLIC shall be additionally approved by the communication department or the acceptance of the downgrading rules shall be performed and documented.	—
Disposal	Return device to IT where it will be securely physically destroyed.	Shredder with orders of magnitude not bigger than 30mm <sup>2</sup> .	—

## Handling Rules for Information classified as

# GEA CONFIDENTIAL

	ELECTRONIC INFORMATION	PHYSICAL INFORMATION	VERBAL INFORMATION
Classification and Labeling	To be classified and labeled as <b>"GEA CONFIDENTIAL"</b>	To be classified and labeled as <b>"GEA CONFIDENTIAL"</b>	The confidential level of the information shall be mentioned at the beginning of a communication.
Storage	Only encrypted storage is permitted independent of the storage place (desktop/laptop, corporate registered and managed mobile devices, file servers, IT-System, E-Mail accounts, corporate databases, and authorized cloud applications, etc.).	Do not keep unattended in your work area and store with appropriate physical security with access only to authorized personnel. The information shall be locked away (e.g. in cabinet or drawer). The office rooms shall be locked outside of the working hours.	—
Copying and Distribution	Access only to authorized personnel as well as dedicated 3rd parties and only under a confidentiality obligation. For GEA employees: Confidentiality obligation needs to be part of work contract. For external 3rd parties: NDA with party or its organization required.	User or entrusted person must be present during printout. A secure printing mode (incl. authentication) shall be favored. For external recipients confidentiality obligation / NDA required. Sharing via fax not allowed.	The confidential level of the information shall be mentioned at the beginning of a communication.
Transmission and Transport	The transmission must be documented (e.g. by email). Encrypted emails and protected attachment are required. Up-to-date secure transport encryption required.	The transmission must be documented (e.g. minutes of meetings or correspondence). Registered mail and opaque envelope with the label "Personal".	Ensure that no 3rd parties listen to your conversation. Messages containing confidential or strictly confidential information shall not be left on answering machines, voice boxes etc. Record (e.g. in a memo or e-mail) which information was transmitted to whom – for documentation purposes. The used communication system shall be internally approved and encrypted (e.g. Skype or MS Teams).
Downgrading	Downgrading to PUBLIC or GEA INTERNAL can be performed and shall be documented. A justification for downgrading is mandatory and will be logged.	Downgrading to GEA INTERNAL shall be approved by the Information Owner or by the direct manager. The downgrading shall be documented. Downgrading to PUBLIC shall be additionally approved by the communication department or the acceptance of the downgrading rules shall be performed and documented.	—
Disposal	Return device to IT where it will be at least securely purged prior disposal with the intent that original data is non-retrievable.	Shredder with orders of magnitude not bigger than 160mm <sup>2</sup> or confidential waste bins.	—