



*Version: 1.0, Effective Date: 18 November 2019.*

**Dear Ladies and Gentlemen,**

BoostAeroSpace SAS Joint venture (BAS) provides a collaborative electronic platform called "AirCyber Catalog" shared between many industrial companies called "AirCyber Catalog users" in order to share and access insightful information regarding the cyber solutions used throughout the Aerospace & Defense Supply Chain. As key assets for each AirCyber Catalog user these information resources must be managed as valuable joint venture company resources. Thus this policy is established to achieve the following:

- ✓ Dress the list of users obligations linked to BoostAeroSpace hosted data security not listed in their employee contract;
- ✓ Ensure compliance with applicable statutes, regulations, and mandates regarding the management of information resources;
- ✓ Establish prudent and acceptable practices regarding the use of information resources;
- ✓ Educate users who may use information resources with respect to their responsibilities associated with such use.

**Audience:** The BoostAeroSpace Acceptable Use of AirCyber Catalog policy for users applies equally to all individuals granted access privileges to AirCyber Catalog.

**Ownership of Electronic Files:** Electronic files created, sent, received, or stored by the user on Information Resources owned, leased administered, or otherwise under the custody and control of BoostAeroSpace are the property of user's company and remains under company responsibility. It is under user responsibility to not store data that do not comply with this rule.

**Privacy:** Electronic files are not relevant to user privacy and may be accessed by BoostAeroSpace system administrators at any time without warning to the Information Resources user or owner. Electronic file content may be accessed by appropriate personnel in accordance with the provisions and safeguards provided by the BoostAeroSpace platform & defined by the owner of the data. In case of storage of user private and / or personal data (even accidental) on AirCyber Catalog, user's company is then responsible for the compliancy with relevant applicable laws and/or regulations. In any case, user should limit storage of personal data to immediate use only.

**Acceptable Use Policy for all users:**

- ✓ User must be aware of BoostAeroSpace security policy<sup>1</sup>, respect it and electronically register the acceptance of BAS General terms and conditions for users on the BoostAeroSpace portal;
- ✓ User must use BoostAeroSpace Information Resources only for professional purposes;
- ✓ User must be aware that his account can be deactivated or the AirCyber Catalog can be closed in case of incident without notification;
- ✓ User must follow dedicated rules for the usage of his authentication means ;
- ✓ User must only use his company professional validated equipment to work on AirCyber Catalog;
- ✓ User must only use nominative account created by infrastructure official identity service;
- ✓ User must not share, transmit and/or disclose his AirCyber Catalog credentials (account(s), passwords, Personal Identification Numbers (GAuthenticator), or similar information or devices used for identification and authorization purposes);
- ✓ All data stored on the AirCyber Catalog are by default classified as "BoostAeroSpace Industry Confidential".
- ✓ All data inputted on the AirCyber Catalog shall reflect the reality of the facts linked to the data existence, at least at the moment of addition to the BoostAeroSpace platform, and user shall ensure that the data is regularly checked and up to date.
- ✓ User shall be the sole responsible for the use of the information provided through AirCyber Catalog and the consequences thereof and for the use of the data that it views, stores, downloads or otherwise transfers on or through the Services. The Customer is responsible for any backup of its data.
- ✓ User, in quality of data owner must also update and manage his information disclosure depending on his disclosing preferences. User should not be allowed to access any data without appropriate authorization and/or rights. Consequently, user must not attempt to access any data or programs contained on AirCyber Catalog for which he does not have authorization. In case of unauthorized access, he must inform immediately BoostAeroSpace who will take appropriate measures;
- ✓ User must not disclose information gathered on the AirCyber Catalog to anyone outside its company or to anyone inside his company that would have a role of cybersecurity solution (service or product) provider and use it for any purpose other than increasing its company cyber maturity level. User must not disclose the AirCyber Catalog information or make it available, whether directly or indirectly to any third party ;
- ✓ User must, at the end of its contract, give all AirCyber Catalog credentials and materials to his company and shall not more use his AirCyber Catalog account for any purpose;
- ✓ User must report any weaknesses in BoostAeroSpace infrastructure security, any incidents of possible misuse or violation of this agreement to the proper authorities by contacting its appropriate management & the BoostAeroSpace Security Manager;
- ✓ User must not purposely engage in activities that may: harass, threaten or abuse others; degrade the performance of Information Resources; deprive an authorized BoostAeroSpace user access to a BoostAeroSpace resource; obtain extra resources beyond those allocated; circumvent BoostAeroSpace security measures;

<sup>1</sup> This GTC is relevant for [BoostAeroSpace Security Policy V1.3](http://www.boostaerospace.com/documents/securitypolicy.pdf) time stamped "27/09/2016", available on BoostAeroSpace website under this URL: <http://www.boostaerospace.com/documents/securitypolicy.pdf>.



- ✓ *User must not download, install or run security programs or utilities that reveal or exploit weaknesses in the security of a system. For example, AirCyber Catalog users must not run password cracking programs, packet sniffers, or port scanners or any other non-approved programs on BoostAeroSpace Information Resources;*
- ✓ *As soon as user is connected to the BoostAeroSpace system AirCyber Catalog, he endorse the responsibility to not connect to systems that can attend to BoostAeroSpace security (illegitimate websites, hacking websites, potentially harmful websites, games websites, social networks, etc.);*
- ✓ *User must not otherwise engage in acts against the aims and purposes of BoostAeroSpace as specified in its governing documents specifically the BAS Security Policy or in rules, regulations and procedures adopted from time to time;*
- ✓ *User must report immediately to its appropriate management & the BoostAeroSpace Security Manager any suspected security breach (e.g. virus infection, unexplainable data or account loss, data corruption, hardware or credentials theft, misuse or compromising of user account, unauthorized data access, data or e-mail with offensive content etc.) in order that immediate response activities can be launched efficiently;*
- ✓ *User must receive from their company a relevant security training and request update when needed (role, project update...);*
- ✓ *User must not let information without direct survey;*
- ✓ *User must apply clean desk and clean screen policy.*

**Incidental Use:** *BAS user community is aware that incidental access and/or use of Information Resources may occur. In such case the following restrictions shall apply:*

- ✓ *Incidental access and/or use must not result in direct costs to BoostAeroSpace;*
- ✓ *Incidental access and/or use must not interfere with the normal performance of an employee's work duties;*
- ✓ *No files or documents may be sent or received that may cause legal action against, or embarrassment to, BoostAeroSpace.*

**Disciplinary sanctions and other actions:** *Violation of this policy may result in disciplinary sanctions including immediate deactivation of user access to BoostAeroSpace platform, and may result of termination of employees and temporary's affectation to AirCyber Catalog use. Additionally, individuals are subject to loss of BoostAeroSpace Information Resources access privileges, civil, and criminal prosecution at the sole discretion of the data owner and/or BAS SAS Company.*

**ACKNOWLEDGEMENT AND CONSENT**

I acknowledge that I have received the *BoostAeroSpace Acceptable use policy for AirCyber Catalog users*. I understand that it is my responsibility to review this document. I understand that every employee, subcontractor, guest of any of the above is required to comply with the policies described in this document. I hereby consent to be governed by the terms of usage set forth in the Policy and agree to abide by such terms.

I also understand that this policy may change at any time, as conditions warrant, and in that case, request my new approval when authenticating on the AirCyber Catalog portal.

When I have a concern about a possible violation of this Policy, I will promptly report the concern to BoostAeroSpace's Security manager.

**AIRCYBER CATALOG PRIVACY NOTICE**

In order to have access to AirCyber Catalog, AirCyber Catalog User agrees to provide to BoostAeroSpace Service Provider, Biggerband, its personal and confidential information ("PERSONAL DATA").

The AirCyber Catalog User is aware of the fact that the PERSONAL DATA indicated as mandatory on the relevant forms and that is collected in order to be able to access AirCyber Catalog is required to use AirCyber Catalog.

The AirCyber Catalog User is solely responsible for the PERSONAL DATA it provides on AirCyber Catalog and to Biggerband. The AirCyber Catalog User represents that the information and PERSONAL DATA provided in relation to its account is exhaustive and accurate. In addition to the PERSONAL DATA voluntarily disclosed by the AirCyber Catalog User, Biggerband may collect log information.

The PERSONAL DATA are collected and processed by the service provider Thales for providing any E-SERVICES as may be required and/or expected by the AirCyber Catalog User and to make statistics regarding the use of AirCyber Catalog in order to improve its setting up and functionalities.

Biggerband transfers PERSONAL DATA with only service providers for hosting and maintenance purposes. The PERSONAL DATA may be made accessible to BoostAeroSpace for statistical purposes and, when required, to provide E-SERVICES requested by the AirCyber Catalog User.

In accordance with EU Regulation 2016/679, the AirCyber Catalog User has the right, sending email to [aircybercatalog@boostaerospace.com](mailto:aircybercatalog@boostaerospace.com) with "GDPR" in the email subject, to correct and request PERSONAL DATA and deletion to any PERSONAL DATA relating to him/her, where the AirCyber Catalog User justifies that he/she has a legitimate interest. When exercising the right to oppose the processing of the said PERSONAL DATA, E-SERVICES cannot be rendered.

Finally, it has to be noted that as a result of the use of AirCyber Catalog, cookies may be used for authentication purposes and to make statistics regarding the use of AirCyber Catalog. You can oppose to the use of cookies at any time by setting up your browser.