Description of data processing – Cyber Detection and Response

Categories of Data Subjects

(i) The accounts and details of persons connecting to your network or systems, or details about persons attempting to connect or gain access to your network or systems ("**Network Users**"); and/or

(ii) Users you authorise to use or assist with the Service and any employees, agents, advisors, and other authorised representatives of the customer nominated for those purposes ("**Authorised Users**").

Categories of Personal Data

Transfer (a): **Information processed as part of the Service:** Hostnames, MAC addresses, IP addresses, email addresses, and user names of Network Users, may be included in some of the log data the customer sends to Telstra as part of the Service. Other Personal Data may be included in proxy logs, which Telstra may monitor upon your request. These proxy logs may contain records of Network Users' email or web browsing requests made through the customer's proxy server.

Transfer (b): **Information processed to facilitate the Service:** You may provide Telstra with various pieces of contextual information about your network and Network Users that Telstra processes to provide the Service. This may include a list of critical user accounts, the names and job titles of the users associated with those accounts, and a list of critical administrator accounts and critical assets.

Transfer (c): **Customer contact information:** A contact list of Authorised Users, which Telstra processes for escalations and technical assistance, and to provide Authorised Users with access to a service portal. This contact list may include first and last names, email addresses, office and mobile phone numbers, and the contact's title.

In extremely limited and rare circumstances, proxy log records may include user browsing requests sent via the customer's server that could indirectly suggest sensitive information or special categories of Personal Data about a Network User. In these circumstances, Telstra uses a strict, role-based access model, which limits access to system features and data using a 'need to know' and least privileged access model. All role-based access requires approval by appropriate delegates. All access to relevant data and systems is audited and reviewed. No on-forwarding of data or transfer to third-parties is permitted except in circumstances where the data originated from the requester and is subject to their ownership and accountabilities as the originators of the data.

While it is highly unlikely that Telstra personnel would, or could, view any Special Categories of Personal Data in logs, Telstra is committed to further protecting this data by implementing additional controls such as: (a) including information in guidelines that the logs are only be used for permitted purposes (i.e. In connection with the Service); (b) including guidance in the onboarding process for relevant new personnel; and (c) providing regular reminders to relevant personnel.

Nature of the processing, frequency of the transfer, and data retention periods

Transfer	**Nature of processing**	**Frequency**	**Data retention**
Transfer (a): Information processed as part of the Service; Transfer (b): Information processed to facilitate the Service;	Storage and hosting by Subprocessor (1) and (2) listed in this document, with no ability to access the stored / hosted Personal Data. Access and processing by Telstra affiliates and personnel, and Subprocessor (3) listed in this document, to develop detections, monitor and detect potential cyber security incidents, develop new capabilities, provide features that enable customers to scan network assets for exposure to vulnerabilities, and to enable the protection of customer data and systems from unauthorised access by cyber attackers.	Storage, hosting, and monitoring on a continuous basis; access on an as needed basis	Stored and hosted data is automatically destroyed in accordance with a retention period as agreed with each customer, up to a maximum of 7 years. Data can also be manually destroyed on the customer's request.

Transfer (c): Customer contact information	Storage and hosting by Subprocessor (1) and (2) listed in this document, with no ability to access the stored / hosted Personal Data. Access and processing by Telstra affiliates and personnel, and Subprocessor (3) listed in this document, to facilitate access to the service portal and provision information about alerts.	Storage and hosting on a continuous basis; access on an as needed basis	Storage and hosting retention as detailed above. Subprocessor access revoked when no longer required.

Technical and organisational measures to ensure the security of Personal Data

Telstra protects all third country transfers of Personal Data, undertaken by Telstra personnel or affiliates as detailed in this document, in accordance with our suite of information security standards. These standards define a number of baseline controls, which are implemented at appropriate risk based levels to protect the confidentiality, integrity and availability of both Telstra core and customer specific data. The controls and practices detailed in the standards align to industry practices and standards, such as ISO/IEC 27001:2013, ISO 31000:2009, NIST and PCI DSS. Telstra can provide details of our current certifications upon request from customers.

Telstra conducts periodic reviews of the information security standards, and may therefore amend the below baseline controls from time to time to align with industry security standards and the evolving risk landscape:

Standard	Practices
Access Control	**User access responsibilities:** Telstra staff are only able to use approved, authenticated, and encrypted remote access communication methods to log into Telstra's network and access any Network User and Authorised User Personal Data. **Identification:** Telstra users are granted a unique ID before being granted access to any systems containing Network User and Authorised User Personal Data, so that access is logged and monitored. **Role assignment and role based access control:** Telstra implements and maintains system and application access profiles based on the principle of least privilege, which means that staff are only provided with the minimum access to Network User and Authorised User Personal Data

Standard	Practices
	required to perform their role. This includes record-keeping of authorised system users with access to Network User and Authorised User Personal Data and governance procedures around these records, such as the annual revalidation or certification of user access requirements. **Passwords and authentication mechanisms:** Telstra uses authentication methods that are capable to validating passwords in-line with Telstra's standards for password strength and complexity. Passwords are also encrypted at rest.
Application Security	**Developer training and awareness:** Software developers are trained on foundational concepts for building secure software including secure design, threat modelling, secure coding, security testing, and best practices surrounding privacy. **Application design:** Telstra requires that applications are signed to disabling or restrict access to system services, applying the principle of least privilege, and employing layered defences wherever possible. This includes a requirement that all third-party software is securely configured to recommended vendor security configuration, or Telstra standards, and applying strict controls around access to repositories containing Telstra source code.
Change and Configuration Management	**Process and procedures:** Telstra does not permit Network User and Authorised User Personal Data to be used for development purposes, unless an exception has been approved by Telstra's Security Team – non-production and production environment must be separated and, at a minimum, enforce logical isolation. **System and server configuration:** Telstra maintains security configuration baselines consistent with industry accepted hardening standards, which address known security vulnerabilities, and communicates these to relevant personnel. Servers are specifically configured to prevent Network User and Authorised User Personal Data from being exported to unauthorised users.
Cryptography	**Cryptographic algorithms:** Only Telstra approved algorithms may be used, and Telstra requires that system configuration support is removed for all weak, non-approved algorithms. Access to encryption keys is recorded and audited at least annually.
Data Protection	**Information classification:** Network User and Authorised User Personal Data is classified as such to meet applicable requirements under data protection laws. This enables Telstra to remove Network User and Authorised User Personal Data from datasets, if not required to provide the agreed service or meet regulatory requirements, and to remove or protect direct identifiers of Personal Data in datasets, using approved algorithms or software. **Information handling:** Telstra staff must protect Network User and Authorised User Personal Data by using approved encryption methods when it is been stored and transmitted, only using authorised file sharing services, and locking devices when not in use. At an application level, Telstra solutions must meet data segregation requirements, so that each

Standard	Practices
	customer's data is logically separated from other customers' data and users can only see customer data that they require for their role.
Incident Management	**Incident response plan:** Telstra maintains and tests an incident response plan, which is supported by the designation of personnel who are available on a 24/7 basis to respond to alerts, along with training to all staff with security breach response responsibilities.
Logging and monitoring	**Audit log content and trails:** Telstra implements audit trails that link system component access to individual user accounts to reconstruct access to Network User and Authorised User Personal Data. Logs for systems that store, process, or transmit Network User and Authorised User Personal Data are continually reviewed.
Network security	**Network management:** Telstra operates procedures for monitoring access to network resources and sensitive data environments, and uses intrusion detection / prevention techniques on traffic entering its internal network.
Physical security	**Facility controls:** Telstra limits and monitors physical access to systems containing Network User and Authorised User Personal Data by requiring that access is authorised and based on individual job functions, any third party access is vetted and approved, and access is revoked immediately upon termination. **Data centre physical access:** Telstra restricts entry into server rooms and protects against unathorised access by logging entry and exit, requiring a special code or key for entry, and configuring access controls to continue preventing unathorised entry if power is lost.
Staff security	**General security culture and conduct:** Telstra maintains a formal security awareness program so that staff are aware of their security responsibilities. This includes providing an annual security module to all staff and additional role-based training for relevant personnel. **Background checks:** Telstra staff undergo relevant and appropriate background checks.
Supplier Management	**Due diligence:** Telstra requires that a partner security assessment is undertaken for suppliers that have the potential to access Network User and Authorised User Personal Data. **Contracts:** In addition to clauses required under data protection laws, Telstra incorporates standard data security clauses into contracts for suppliers that will access, transmit, use, or store Network User and Authorised User Personal Data. **Security:** Suppliers must agree to comply with Telstra security standards and any additional Telstra requirements for the secure access, exchange, and lifecycle management of Telstra information, including Network User and Authorised User Personal Data; data loss prevention; and business continuity and disaster recovery.

Standard	Practices
Vulnerability management	**Vulnerability protection:** Telstra deploys anti-malware software, penetration testing, vulnerability assessments, and periodic evaluations of malware threats to systems. **Patch management:** Telstra requires that system components and software are patched and protected from known vulnerabilities, and controls are in place to verify the integrity of patches prior to deployment.

Telstra has implemented technical and organisational measures and processes to comply with data subject rights as further detailed in Telstra's privacy statement, available at Tel.st/privacy-policy.

In addition to the security standards detailed above, Telstra also employs specific technical and organisational measures to ensure that Subprocessors, as detailed in Annex I.B and III, are able to provide assistance in meeting obligations under relevant Data Protection Laws.

- For Transfer (a): Information processed as part of the Service, IP addresses are pseudonymised by restricting them to country-level geographic location/s, so that they are not sufficient to identify a person or a location.
- Telstra employs 'hardening' of configurations, along with regular patching and vulnerability scans, so that systems holding all transferred data, as outlined in Annex I, meet security requirements.
- Extensive and resilient business continuity and disaster recovery systems to help ensure the continuity of operations and access to all transferred data listed in Annex I.
- Annual re-certification of systems that hold all transferred data listed in Annex I, which includes an extensive audit of security controls and independent annual security penetration testing to validate the effectiveness of controls.

List of Subprocessors

Telstra has engaged the following Subprocessors:

(1) Microsoft PTY LTD for Transfer (a): Information processed as part of the Service; Transfer (b): Information processed to facilitate the Service; Transfer (c): Customer contact information

(2) Qualys Inc for Transfer (a): Information processed as part of the Service; Transfer (b): Information processed to facilitate the Service Transfer (c): Customer contact information

(3) SKILL FIELD PTY LTD for Transfer (a): Information processed as part of the Service; Transfer (b): Information processed to facilitate the Service; Transfer (c): Customer contact information

These include applicable Telstra affiliates listed here, as updated from time to time.

Contact person details and address of the listed Subprocessors, are available upon request to Telstra at privacy@online.telstra.com.au.