Subcontractor

The commissioning of other contractors (subcontractors) by the Contractor shall require the express written consent of BWPARTS GmbH in the case of secret projects. The consent may be subsequently revoked if serious breaches of duty or not insignificant misconduct on the part of the subcontractor or its vicarious agents within the scope of the performance of the service justify this, subject to extraordinary termination for good cause or the assertion of claims for damages.

Information Security Compliance (Supply Chain)

When subcontracting, the Contractor shall ensure that the requirements of BWPARTS GmbH for compliance with information security in accordance with the TISAX / VDA-ISA catalog are also met by the subcontractor. Proof of compliance shall be the responsibility of the Contractor and shall be provided at any time upon request by BWPARTS GmbH.
If the Contractor is entitled to subcontract, it shall be fully liable for this, irrespective of any contractual or statutory limitations or exclusions of liability in relation to this.

Audit Rights

The Contractor shall grant BWPARTS GmbH the right, to be exercised at any time and after prior notification, to inspect and review all data relating to business transactions between the Customer and BWPARTS GmbH at the Contractor's premises and to review IT and data security measures.
Employees of BWPARTS GmbH or third parties commissioned by BWPARTS GmbH shall be permitted to enter the premises of the Contractor during normal business hours for this purpose. The costs of the inspection shall be borne by the Contractor if violations of information security and/or agreements of the respective order are identified in this context, unless such violations are not the fault of the Contractor.

Physical Transport of Media

As a general rule, media containing information must be protected against unauthorized access, misuse or falsification during transport, even across organizational boundaries.
Care must be taken to ensure that all necessary and appropriate precautions are taken (e.g., encryption) to protect against the viewing, alteration and deletion of information by unauthorized persons (this includes members of the family and friends) during transport. Data carriers must be transported in a concealed manner. Data carriers with secret information are always transported escorted by a company employee. Documents must be transported in a visible cover, e.g. in a non-visible folder.

Physical Transport of Laptops

Laptops on which information on the client's projects is stored must be transported in such a way that they are not visible from the outside. When using laptops in public, care must be taken to ensure that others cannot read the screen or spy out the entry of secret authentication information.

Exchange and Handling of/with Information

Whenever confidential or secret information is discussed, including telephone conversations, care must be taken to ensure that these cannot be overheard by unauthorized persons.
External fax numbers and e-mail addresses must be taken from current communication directories or requested from the recipient in order to prevent misdirection of the transmitted data.
Care must be taken to ensure that all necessary and appropriate precautions are taken (e.g., encryption) to protect against the viewing, alteration, and deletion of information by unauthorized persons (this includes members of the family and circle of friends) during transport.

Hauptsitz Werk 1 / Headquarter Plant 1
BWPARTS GmbH • Industriestraße 6 • D-86420 Diedorf • T +49 8238 3003-0 • info@bwparts.eu • www.bwparts.eu
Werk 2 / Plant 2
BWPARTS GmbH • Daimlerstraße 18 • D-86368 Gersthofen • T +49 821 65062-0 • info@bwparts.eu • www.bwparts.eu
USt-ID-Nr. | Tax ID: DE360005300 • Steuer-Nr. | Tax No: 102/115/10809 • Sitz | Headquarter: D-86420 Diedorf • Amtsgericht Augsburg HRB 38513
EORI: DE205058268372013 · REX: DEREX74000542
Geschäftsführer | Managers: Anton Müller

Classification and their Meaning

When awarding contracts, a classification is always made to ensure that information is protected in terms of confidentiality, integrity and availability throughout its life cycle.

In the case of a classification confidential or secret, in addition to the general issues, the following things must be observed by the supplier when handling, processing and deleting the information:

Classification “confidential”

Process	Handling specifications
Marking	All documents are marked "confidential" on the first page/metadata
Duplication and Dissemination	• Only to a limited range of authorized employees and authorized third parties within the scope of the task or application • Use suitable distribution channels (e.g. encryption)
Storage	• Use suitable storage media/locations • Access authorization only fort he restricted area or group of persons
Transmission	by e-mail, unencrypted or via exchange systems
Transport on data carriers	on data carriers encrypted by software (USB sticks, hard disks)
Delete	Data that is no longer required must be deleted unless there are legal requirements for archiving or there is proportionality in the deletion.
Disposal	Proper disposal (data garbage can, document shredder, etc.)

Classification „secret”

Process	Handling specifications
Marking	All documents are marked "secret" on each page/metadata
Duplication and dissemination	• Only after approval by B+W • Extremely limited number of employees • Data must be permanently encrypted
Storage	• Use suitable storage media/locations • Access authorization only for extremely limited area or group of persons • Permanent encryption or comparable protective measures (e.g. safe)
Transmission	via mail in encrypted, password-protected ZIP file, via SFTP server
Transport on data carriers	on data carriers (USB sticks, hard disks) encrypted with a password on the software side, escorted by employees or by defined courier/shipping service
Delete	Data that is no longer required must be deleted unless there are legal requirements for archiving or there is proportionality in the deletion.
Disposal	Proper disposal (data garbage can, document shredder, etc.)

Handling encrypted data/data delivered in encrypted form

In addition to the above requirements, whenever data is delivered / sent by BWPARTS GmbH in encrypted form, it must also be stored in encrypted form at the supplier's premises and protected by restricting access rights.

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Information Security incident handling

Serious information security events (e.g. malfunctions occurring, violations of internal guidelines) must be reported immediately to the responsible department of BWPARTS GmbH or to the e-mail address isb@bwparts.eu. In the event of suspected loss of confidential or secret information, this must also be reported to BWPARTS GmbH.

Communication about information security

The Supplier shall use the e-mail address isb@bwparts.eu (directly or in cc) for any communication relating to information security matters concerning BWPARTS GmbH.

Adherence to Resource-/Environmental Protection

The Business Partner shall observe the statutory and international standards governing energy-/environmental protection. Environmental damage must be minimised and corporate energy-/environmental protection must be improved on an ongoing basis. By providing regular briefings, the Business Partner shall ensure that its employees understand and comply with the concept of sustainable behaviour. The Business Partner is expected to use natural resources (e. g. water and raw materials) sparingly. The Business Partner shall be committed to the development and use of climate-friendly products and processes to reduce energy consumption and emissions. The Business Partner shall also develop and effectively implement waste avoidance measures. The production and use of chemicals must not have significant negative effects on human health and the environment.

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