4) Transmission of PII.	17	100	70	2 sheets (4 sides) of A4 sheets inclusive of any graphs, figures and tables.

Please provide detail of how your organisation will meet each of the requirements for **Transmission of PII** outlined in Framework Schedule 6 Order Form, Special Clauses and Call-Off Schedule 20, Call-Off Specification, Security - Transmission of PII.

Tender Response (Please input your tender response to this question)

REDACTED Under FOIA Section 43 Commercial Interest

LE-LSM system security

Our secure LE-LSM system is operated in line with our Information Security Management System (ISMS) and our Information Security policy, in order to provide an appropriate level of governance for the services we provide and ensuring that all service user records are kept securely. These systems are designed, maintained and managed in accordance with our ISO27001 accreditation and Cyber Essentials Plus certification. LE-LSM is also compliant with HMG Government Functional Standard GoVS007: Security, and Protecting Bulk Personal Data.

To ensure that our information systems are not being misused and have been secured in a manner that reduces or eliminates potential threats associated with malware, Language Empire's IT support team conduct periodic vulnerability testing. Our network is subject to annual penetration tests and regular surveillance audits by the accrediting body as part of our certification.

REDACTED Under FOIA Section 43 Commercial Interest

Physical security

REDACTED Under FOIA Section 43 Commercial Interest

Information disposal

Once a translation project is complete and you have confirmed receipt of the contents, the source file is deleted from Language Empire's servers using software capable of providing secure REDACTED Under FOIA Section 43 Commercial Interest

All activity is recorded capturing the date and time the file is created, provided to the client and subsequently deleted. Filenames do not contain any personal data or indication of the file contents.

REDACTED Under FOIA Section 43 Commercial Interest

We are experienced in working to HMG security requirements.

REDACTED Under FOIA Section 40 Personal Information

Hamid REDACTED Under FOIA Section 43 Commercial Interest

REDACTED Under FOIA Section 43 Commercial Interest

Additional disposal mechanisms used in our work with REDACTED Under FOIA Section 40 Personal Information

services can be applied to your account if needed. These include using a cross-cut shredder for disposal of paper documents, SHA1 requirements for passwords to keep information secure,

separating out part of the network for their information so it cannot be accessed by unauthorised personnel.

According to an agreed timetable, source files are deleted from Language Empire's servers using software capable of providing secure deletion in line with NISTSP800-88/USDoD5220.22-M. Reports on deleted data are provided to you as requested.