

<b>OWNER:</b> <b>DG TAXUD</b>	<b>ISSUE DATE:</b> <b>30/04/2010</b>	<b>VERSION:</b> <b>1.03</b>
<b>TAXATION AND CUSTOMS UNION DG ITSM</b>		
<b>SUBJECT:</b> <b>Security Plan for DG TAXUD IT Services</b>		
<b>REF: ITS-IPLN-SEC-SC06-003</b>		
<b>FRAMEWORK CONTRACT # TAXUD/2007/CC/088</b>		
<b>SPECIFIC CONTRACT 06</b>		

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<b>ITSM</b>	<b>REF:</b> ITS-IPLN-SEC-SC06-003
	<b>Version:</b> 1.03

## DOCUMENT HISTORY

<b>Edi.</b>	<b>Rev.</b>	<b>Date</b>	<b>Description</b>	<b>Action (*)</b>	<b>Pages</b>
0	01	25/01/2008	First Draft	I	All
1	00	28/11/2008	SfA	I, R	As required
1	01	02/04/2010	Internal QC	I, R	As required
1	02	09/04/2010	SfR	I, R	As required
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(\*) Action: I = Insert R = Replace

<b>ITSM</b>	<b>REF: ITS-IPLN-SEC-SC06-003</b>
	<b>Version: 1.03</b>

## Table of Contents

<b>1.</b>	<b>INTRODUCTION.....</b>	<b>6</b>
1.1	PURPOSE OF THE DOCUMENT .....	6
1.2	TARGET AUDIENCE .....	6
1.3	BUSINESS CONTEXT .....	6
1.4	SCOPE OF THE DOCUMENT .....	6
1.5	OBJECTIVE OF THE DOCUMENT .....	6
1.6	ABBREVIATIONS AND ACRONYMS .....	7
1.7	GLOSSARY .....	7
1.8	REFERENCE DOCUMENTS .....	7
1.9	APPLICABLE DOCUMENTS .....	8
<b>2.</b>	<b>SECURITY MANAGEMENT .....</b>	<b>9</b>
<b>3.</b>	<b>RISK MANAGEMENT.....</b>	<b>10</b>
<b>4.</b>	<b>SECURITY AWARENESS.....</b>	<b>11</b>
<b>5.</b>	<b>SECURITY INCIDENT MANAGEMENT .....</b>	<b>12</b>
<b>6.</b>	<b>USER LIST MANAGEMENT.....</b>	<b>13</b>

<b>ITSM</b>	<b>REF:</b> ITS-IPLN-SEC-SC06-003
<b>Introduction</b>	<b>Version:</b> 1.03

## Table of Tables

Table 1: Abbreviations and acronyms .....7

Table 2: Reference documents .....7

Table 3: Applicable documents .....8

<b>ITSM</b>	<b>REF: ITS-IPLN-SEC-SC06-003</b>
<b>Introduction</b>	<b>Version: 1.03</b>

## **1. Introduction**

### **1.1 Purpose of the Document**

This document provides an outline on how the ITSM Contractor shall be managing the security related to central IT services provided to DG TAXUD in the framework of the ITSM project. This is the Deliverable DLV.8.5.3 “Security Plan for DG TAXUD IT Services” identified in Specific Contract 06 of Framework Contract TAXUD/2007/CC/C088, Work Package W.P.8.5.

This document describes a framework for the management of information security. The management system this document describes contains procedures, guidelines and standards, which are stored in a repository accessible to all ITSM team members.

### **1.2 Target Audience**

The intended audience of this document is:

- ITSM Contractor;
- QAC;
- DG TAXUD A3/LISO;
- DG TAXUD IT units.

### **1.3 Business Context**

DG TAXUD is responsible for the provision of a wide portfolio of central IT services to the National Administrations (NA), the public and the Commission internal staff.

The ITSM project is concerned with:

- Providing IT services management for all existing and future trans-European and Commission central systems of DG TAXUD;
- Consolidating the diversity of all the current IT services management processes into a single set of processes.

### **1.4 Scope of the Document**

The scope includes the IT systems that support the DG TAXUD’s Central IT Services and that are hosted at XXX premises (XXX) and at the DG DIGIT.

### **1.5 Objective of the Document**

The document presents an outline on the way information security shall be managed by the ITSM Contractor for the ITSM project.

<b>ITSM</b>	<b>REF:</b> ITS-IPLN-SEC-SC06-003
<b>Introduction</b>	<b>Version:</b> 1.03

## 1.6 Abbreviations and Acronyms

Acronym	Description
DG TAXUD	Directorate General TAXUD: Taxation and Customs Union
ISO	International Standardisation Organisation
ISO/IEC	International Organisation for Standardisation / International Electrotechnical Commission
ITSM	Information Technology Service Management
ITT	Invitation to Tender
LISO	Local Informatics Security Officer
NA	National Administration
TEMPO	TAXUD Electronic Management of Projects On-line

Table 1: Abbreviations and acronyms

## 1.7 Glossary

The terms used in this document are compliant with the ITSM Glossary [RD2]. This Glossary has been developed to provide a common language throughout the ITSM project and to avoid confusion over local or national differences in terminology.

## 1.8 Reference Documents

Ref.	Title	Originator	Version	Date
[RD1]	Information technology – Security techniques – Code of practice for information security management. ISO/IEC 27002:2007	ISO/IEC	1.00	Jun 2005
[RD2]	ITSM – Glossary of terms	ITSM Contractor	v1.11	Feb 2010
[RD3]	Information technology – Security techniques - Information security management systems – Requirements ISO/IEC 27001:2005	ISO/IEC	1.00	Oct 2005
[RD4]	Security Policy Template for Trans-European IT services (TMP-TEM-SPT)	DG TAXUD	0.03	Jun 2008

Table 2: Reference documents

<b>ITSM</b>	<b>REF: ITS-IPLN-SEC-SC06-003</b>
<b>Introduction</b>	<b>Version: 1.03</b>

## 1.9 Applicable Documents

An applicable document is a document of which the content is binding for the contractor in the context of this document.

<b>Ref.</b>	<b>Title</b>	<b>Originator</b>	<b>Version</b>	<b>Date</b>
[AD1]	Technical Annex to the Model Framework Contract of ITT TAXUD/2006/AO-007	DG TAXUD	1.00	Jul 2006
[AD2]	Framework Quality Plan, deliverable DLV.0.1.2 of the ITSM project	ITSM	1.04	22/03/2010
[AD3]	TMP-POL-ISP TEMPO – Information Security Policy	DG TAXUD	1.00	11/2006

Table 3: Applicable documents

<b>ITSM</b>	<b>REF: ITS-IPLN-SEC-SC06-003</b>
<b>Security Management</b>	<b>Version: 1.03</b>

## 2. Security Management

A security governance model is established:

- That looks for buy-in and formal agreement from concerned team members;
- That allows effective and efficient use of the project resources;
- That comes on top of existing requirements from the ITT (see applicable document [AD1]), among others:
  - Produce and maintain the security policies;
  - Produce and maintain the adequate security controls;
  - Manage & co-ordinate the implementation and operation of security controls;
  - Continuously evaluate and maintain the above.

The security governance model is described in applicable document AD2, particularly in § 4.4 of Annex 21.

<b>ITSM</b>	<b>REF:</b> ITS-IPLN-SEC-SC06-003
<b>Risk Management</b>	<b>Version:</b> 1.03

### **3. Risk Management**

The security governance model includes risk management (i.e., risk identification, evaluation and treatment). Risk management for the ITSM project is described in applicable document AD2, particularly in § 4.4 of Annex 21.

<b>ITSM</b>	<b>REF: ITS-IPLN-SEC-SC06-003</b>
<b>Security Awareness</b>	<b>Version: 1.03</b>

## **4. Security Awareness**

Security awareness activities for the ITSM project are described in applicable document AD2, particularly in § 4.4 of Annex 21.

<b>ITSM</b>	<b>REF:</b> ITS-IPLN-SEC-SC06-003
<b>Security Incident Management</b>	<b>Version:</b> 1.03

## **5. Security Incident Management**

Security incident management for the ITSM project is described in applicable document AD2, particularly in § 4.4 of Annex 21.

<b>ITSM</b>	<b>REF: ITS-IPLN-SEC-SC06-003</b>
<b>User List Management</b>	<b>Version: 1.03</b>

## **6. User List Management**

User list management for the ITSM project is described in applicable document AD2, particularly in § 4.4 of Annex 21.