

## EXTERNAL DATA TRANSFER POLICY

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### 1. INTRODUCTION

- 1.1 This policy must be followed when sending any **personal or business sensitive** information to a party outside Invest NI. This includes External Delivery Organisations, Contractors, Stakeholders, Customers etc.
- 1.2 Any information being sent to a NICS Department or can be sent securely from your Invest NI email account. This includes all emails sent to DfE. If the information you are planning to send to a NICS Department cannot be sent via email then the other procedures in this policy must be followed.

### 2. PURPOSE

- 2.1 The purpose of this policy is to ensure the security and confidentiality of information whilst it is being sent to appropriate parties outside Invest NI.

### 3. CONFIDENTIALITY OF INVEST NI PERSONAL AND BUSINESS SENSITIVE INFORMATION

- 3.1 Invest NI's processing of personal information must comply with Data Protection laws. Please see Invest NI **Data Protection Policy** for further details.
- 3.2 Prior to making arrangements to provide a third party with personal or business sensitive information held by Invest NI that does not relate to them, a contract must exist to state the purpose for which access to this information is being granted. For most Contractors this will be the Contract made through CPD or the internal Procurement process. For all other third parties a 'Data Sharing Agreement' must be signed.
- 3.3 Such agreements must be signed on behalf of Invest NI at Director level in line with all other legal agreements and they must state a 'permitted purpose' for which Invest NI is providing the information to the third party. The purpose must be in line with the purpose for which Invest NI collected this information from individuals. If the purpose does not correspond to the reason Invest NI collected the information, then Invest NI must seek consent from the relevant individual(s) affected prior to release of their information.
- 3.4 Consideration must be given to the geographical destination in each case of information transfer because personal data may not be transferred to people or

| External Data Transfer Policy  |                               |                             |             |
|--------------------------------|-------------------------------|-----------------------------|-------------|
| VERSION:10                     | Issue Date: 30 September 2025 | Review Date: 1 October 2027 | Page 1 of 4 |
| Uncontrolled Copy When Printed |                               |                             |             |

organisations situated in countries outside the UK or EEA without adequate protection. Refer to the **Procedure for International Transfers** for further information.

## 4. SECURITY AND CONTROL

- 4.1 As Data Controller Invest NI must ensure the security of information being provided to other parties. This includes ensuring the secure sending (transfer) of the information.
- 4.2 Although there are other ways to *receive* information there are four methods of sending personal and business sensitive data approved by Invest NI:
  - (i) Standard email.
  - (ii) Secure email service '**mimecast**' for larger files
  - (iii) **External Collaboration ECM site**
  - (iv) "Signed For" Recorded or Special delivery post
- 4.3 Staff should decide on the most appropriate method of transfer to suit their business need from the above options e.g. an Invest NI External Collaboration ECM sharepoint site may be most appropriate for projects that will involve regular data sharing, whereas 'mimecast' may be most efficient for one-off transfer of large files.
- 4.4 Non-approved applications or accounts must not be used to upload or send information.
- 4.5 Records of all information uploaded or sent via one of the five approved methods must also be saved in appropriate ECM file plan folders in line with the Invest NI **Records Management Policy** where required.

## 5. APPROVED ELECTRONIC SOLUTIONS

### 5.1 Email

5.1.1 All outbound email from Invest NI will attempt to use email encryption using Transport Layer Security (TLS). If the recipients email service does not accept TLS traffic, then the outbound email will automatically enter the Mimecast Secure Messaging system. The recipient will receive a notification that they have an email waiting for them with instructions on how to access it.

5.2.2 If the email is too large for the normal email systems, then the Mimecast Large File service should be used. Please see the dedicated intranet page for instructions on how to use this service.

| Policy on Sending Information Outside Invest NI |                               |                             |             |
|-------------------------------------------------|-------------------------------|-----------------------------|-------------|
| VERSION:10                                      | Issue Date: 30 September 2025 | Review Date: 1 October 2027 | Page 2 of 4 |
| Uncontrolled Copy When Printed                  |                               |                             |             |

## 5.2 Microsoft 365 SharePoint External Collaboration ECM site

5.2.1 An External Collaboration ECM site is a secure method for Invest NI led groups to share information. Information is uploaded to a secure ECM SharePoint site, and members of the group can access and download securely.

5.2.2 Access to An External Collaboration ECM Site can only be granted following approval from ICT. Please contact the ICT service desk for further information and suitability.

5.2.3 Other cloud-based services may be used to download information from external parties only. They must not be used to upload or send information – see paragraph 8.4.2 of the Information Systems Acceptable Usage Policy

## 6. POST

6.1 Staff should give due consideration to any information that they intend to send by traditional post. Sensitive personal and business information should only be sent via post in exceptional circumstances and by the following methods:

6.1.1 Sensitive personal and business information should be sent via “Signed for” recorded or special delivery to enable its progress to be tracked and receipt to be confirmed.

6.1.2 For heavy/bulk postal items, where prudent, a courier who can confirm secure delivery [in writing] may be used.

6.2 For the purposes of this policy, exceptional circumstances are deemed to be those where the information cannot be scanned and sent in a secure electronic manner as per the processes above.

6.3 Staff are reminded to ensure that the postal address of the intended recipient is correct before items of post are dispatched via the FM Contractor.

## 7. OWNERSHIP

7.1 It is the responsibility of each member of staff to ensure that any information they wish to share with an outside party is shared in line with the Data Protection Policy and that the transfer itself is in line with this policy.

| Policy on Sending Information Outside Invest NI |                               |                             |             |
|-------------------------------------------------|-------------------------------|-----------------------------|-------------|
| VERSION:10                                      | Issue Date: 30 September 2025 | Review Date: 1 October 2027 | Page 3 of 4 |
| Uncontrolled Copy When Printed                  |                               |                             |             |

## Version Control

| Version | Author / Reviewer | Review Date       | Approved by                |
|---------|-------------------|-------------------|----------------------------|
| 1.0     | Danny Smyth       | 4 September 2009  | Information Security Forum |
| 2.0     | Danny Smyth       | 2 February 2010   | Charles Hamilton           |
| 3.0     | Danny Smyth       | 10 October 2011   | Charles Hamilton           |
| 4.0     | Danny Smyth       | 21 January 2013   | Steve Chambers             |
| 5.0     | Danny Smyth       | 01 December 2014  | Nigel McClelland           |
| 6.0     | Danny Smyth       | 10 November 2016  | Nigel McClelland           |
| 7.0     | Mark Hutchinson   | 26 February 2019  | Danny Smyth                |
| 8.0     | Mark Hutchinson   | 11 August 2021    | Danny Smyth                |
| 9.0     | Jonathan Caughey  | 18 October 2022   | Ian Boylan                 |
| 10.0    | Ian Boylan        | 30 September 2025 | Steve Chambers             |

### Policy on Sending Information Outside Invest NI

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|--------------------------------|-------------------------------|-----------------------------|-------------|
| VERSION:10                     | Issue Date: 30 September 2025 | Review Date: 1 October 2027 | Page 4 of 4 |
| Uncontrolled Copy When Printed |                               |                             |             |