



# Engineering Standard

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SAES-O-212

10 March 2012

Security Information Protection

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Document Responsibility: Safety and Security Standards Committee

## Saudi Aramco DeskTop Standards

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## 1 Introduction

- 1.1 This Standard covers mandatory requirements governing information protection for security systems used at Class 1, 2, 3 & 4 facilities.
- 1.2 This Standard shall be used in conjunction with Security Directive SEC-12 issued by the High Commission for Industrial Security (HCIS), Ministry of Interior, Government of Saudi Arabia. The details of the requirements can be found in SEC-12.
- 1.3 This Standard shall be used in conjunction with Saudi Aramco Internal Policies, Data Protection and Retention and applicable Saudi Aramco General Instructions

## 2 Conflicts and Deviations

- 2.1 All conflicts between Standards, Requisitions for Material, related Specifications, Codes, Forms, Drawings and other documents shall be resolved as per [SAES-O-201](#), Section 2.
- 2.2 Any deviations from the provisions of this Standard shall be resolved as per [SAES-O-201](#), Section 2.

## 3 References

All referenced Specifications, Standards, Codes, Forms, Drawings and similar material shall be of the latest issue (including all revisions, addenda and supplements) unless stated otherwise.

### 3.1 Saudi Aramco References

Saudi Aramco Engineering Standard

[SAES-O-201](#)                      *Application of Security Directives*

Saudi Aramco General Instructions

*GI-0299.120                      Sanitation and Disposal of Saudi Aramco  
Electronic Storage Devices and  
Obsolete/Unneeded Software*

*GI-0299.223                      Saudi Aramco Information Protection  
Management*

*GI-0431.001                      Protection of intellectual Property*

<i>GI-0710.002</i>	<i>Classifications and Handling of Sensitive Information</i>
<i>GI-0800.006</i>	<i>Review and Approval of Saudi Aramco Publication and Articles</i>
<i>GI-0850.011</i>	<i>Review and Approval of Saudi Aramco Intranet Web Content and Web Sites</i>
<i>GI-1603.000</i>	<i>Importation of Communications Equipment</i>

### 3.2 Other References

#### Security Directives

*SEC-12*                      *Information Protection*

## 4 General Requirements

All security systems deployed for compliance with the Security Directives shall implement a formal information policy as specified in the Saudi Aramco General Instructions listed in [Section 3](#) of this standard.

This policy includes data backup, access management, device disposal and business continuity considerations.

Specific details of the Security Directive requirements can be found in SEC-12.

10 March 2012                      **Revision Summary**  
New Saudi Aramco Engineering Standard.