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**From:** Thomas Penny [REDACTED] **GRO**  
**Sent:** Tue 01/03/2011 10:09:17 AM (UTC)  
**To:** Munro Donna [REDACTED] **GRO**  
**Cc:** Dunks Andy [REDACTED] **GRO**; Bains Rajbinder [REDACTED] **GRO**  
**Subject:** RE: re Documentation  
**Attachment:** Procedures and User Processes Index.xls

Donna

Document complete, as requested.

My fault it's late, apologies.

Kind regards  
Penny

Penny Thomas  
Security Analyst, Customer Services

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**From:** Munro Donna  
**Sent:** 09 February 2011 12:13  
**To:** Thomas Penny; Dunks Andy; Bains Rajbinder  
**Subject:** re Documentation

All

Attached is Sec opps document index for quick reference

- Raj – can you populate all the BAU process (ikey processes full in this area) and then pass to Penny
- Penny – please can you populate Rec and Audit docs (most of audit I think you have in here) and then pass over to Andy
- Andy – please populate all crypto key management process etc

I would like this completed and returned to me by close of play 25/02

As previously requested I would like to start populating a quick ref guide to assist with issues that may arise and what action should be taken or has previously been taken. I will pull a spreadsheet together for this and will then send over for you to start populating.

Regards

**Donna**

**Donna Munro**  
Security Service Manager  
**FUJITSU**  
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**GRO**

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