

Service Provider How-To Guide v1.1.7







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IMPORTANT INFORMATION BEFORE YOU START

A TPN Gold Shield is awarded in **recognition of your commitment to security preparedness**, upon completion of your TPN assessment and remediation update.

Please note that the Gold Shield is **not an approval or pass/fail status**. Each Content Owner member will use TPN as a baseline to make their own independent risk-based decisions.

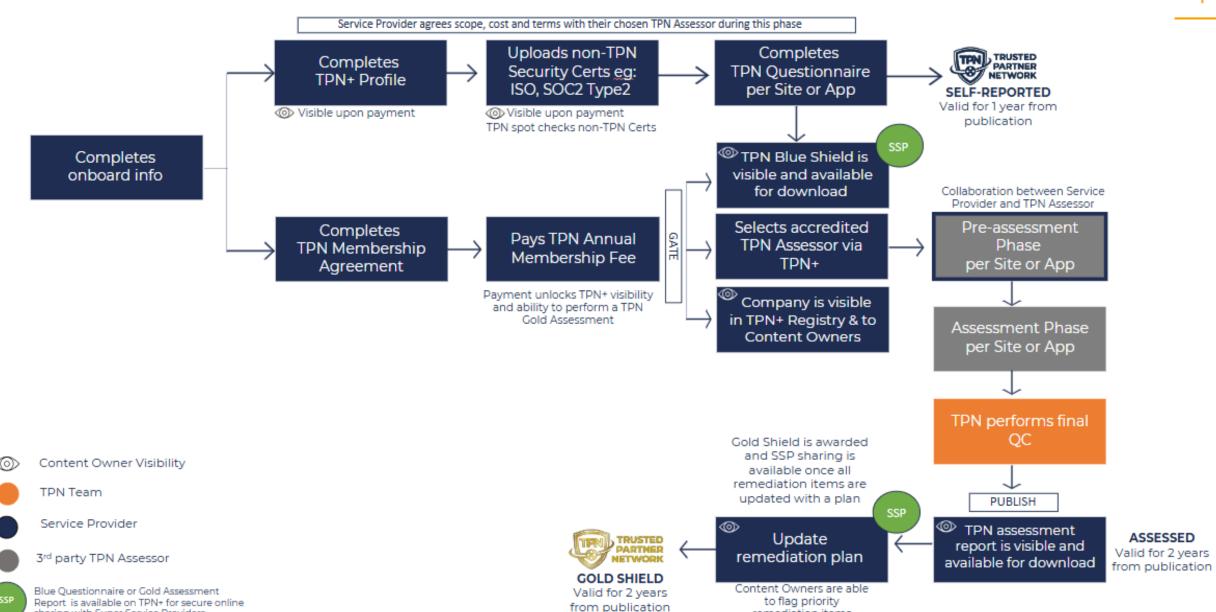
It's important to recognize that the security of **services**, **sites and applications together form the complete picture of your entire environment**. The security of both sites and applications is essential to your overall security preparedness. When viewed in isolation, these elements do not provide a complete view of your security status.

TPN strongly recommends that in addition to your sites, any **in-house developed or licensed application be added to your TPN+ profile**.

If your in-house developed web application is internally or externally facing and manages the storage or transfer of content assets, we also recommend that it undergo a TPN Gold application assessment.

TPN+ Platform Process

sharing with Super Service Providers



remediation items

Content Owner Visibility

Note: Visibility to Content Owners is enabled only after Service Provider has paid their TPN membership fee

Content Owner TPN+ visibility as follows:

- ✓ Dashboard Metrics
- ✓ Company & Application Registries
- ✓ Service Provider Profile
- ✓ Completed Self-Reported Site or App TPN Questionnaire
- ✓ Final 3rd party Assessed Site or App TPN Assessment
- ✓ Final TPN Assessment Report
- ✓ Assessor Findings
- ✓ Remediation Items & Updates
- ✓ In-platform "comments" with Service Providers & TPN

Content Owner functionality:

- √ Ability to download watermarked TPN Assessment Reports
- √ Ability to flag priority remediation items (Gold members only)

Content Owner does not have visibility of:

- X Service Provider TPN membership tier or annual gross revenue
- X In-platform "comments" between Service Providers & Assessors
- X Uploaded evidence unless marked Public

User System Recommendations

System Recommendations for Best User Experience

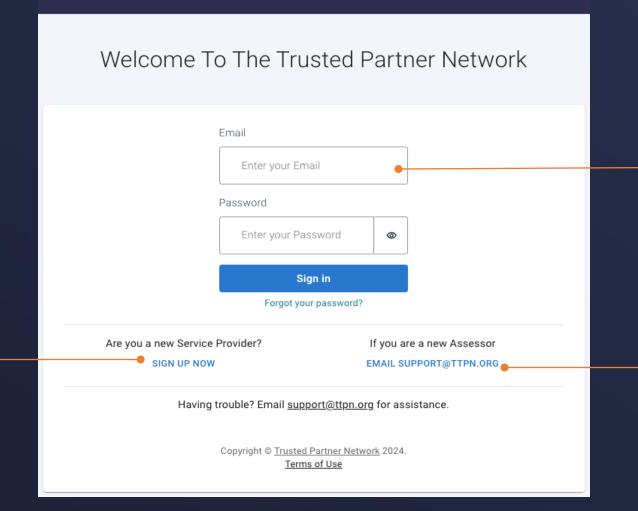
Internet Connection:
☐ Ensure a stable internet connection.
☐ High speed internet required.
Web Browser:
☐ Use a modern web browser.
☐ Keep the browser regularly updated to the latest version.
☐ Mobile and Tablet devices are not supported at this time.
Hardware Specifications:
☐ CPU: Dual-core with a clock speed of 2.5 GHz or higher.
□ RAM: Minimum of 4 GB.
System Maintenance:
☐ Keep the system and browser up-to-date.
☐ Regular updates enhance overall performance and security of the browsing experience.

Account Signup & Creation

Initial Setup / Login



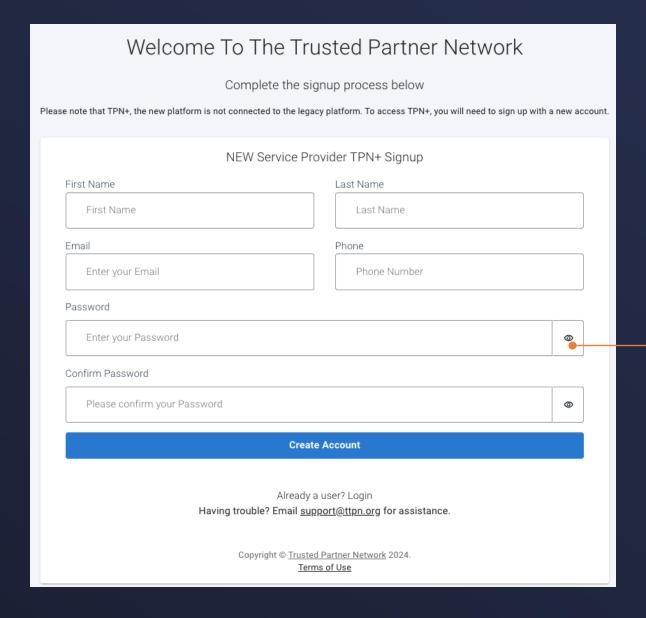
To join TPN+ as a new Service Provider, click here to create your user and company account.



As a returning user, enter your credentials and click "Sign in" to log into TPN+.

> If you are a new Assessor and would like to join TPN+ click here to email us.

Initial Setup / Login

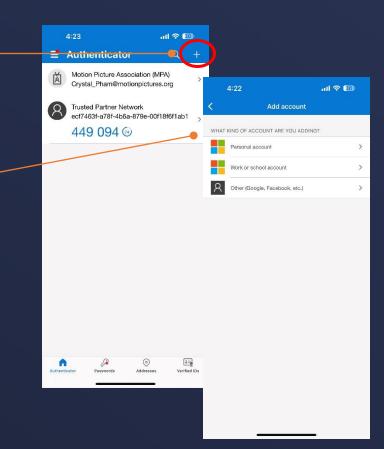


The first step in creating a new account is providing your details to create your user account

You must provide:

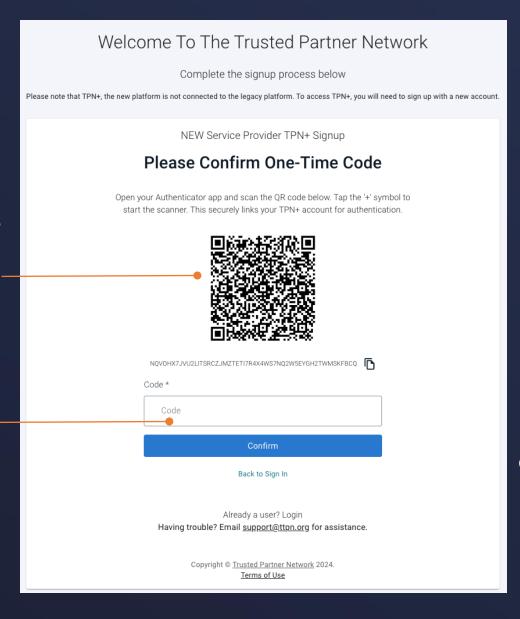
- First and Last Name
- Business e-mail address
- Phone number
- Desired password requirements:
 - Minimum of 12 characters;
 - Must contain at least 1 number, 1 special character, 1 uppercase letter, 1 lowercase letter.

- 1. Download Microsoft Authenticator via link on Slide 12 or your phone's app store
- 2. Open Application
- 3. Click "+" symbol in upper right corner
 - Select Other (Google, Facebook)
- 4. Point your camera at the QR code
- 5. Your new account should appear in your Authenticator app
- 6. Use the one-time code to sign in to the TPN+ Platform



Once you have Microsoft Authenticator installed on your smartphone, using the camera on your phone, you can scan the QR code on the screen to pair the authenticator to your TPN+ user account and receive your two-factor authentication (2FA) number.

Enter the 6-digit number that appears in your Microsoft Authenticator app and press confirm to validate your secure login session.



TPN+ requires two-factor authentication (2FA). TPN+ only supports Microsoft Authenticator for 2FA validation.



Links to Microsoft Authenticator

<u>iPhone</u>

Android

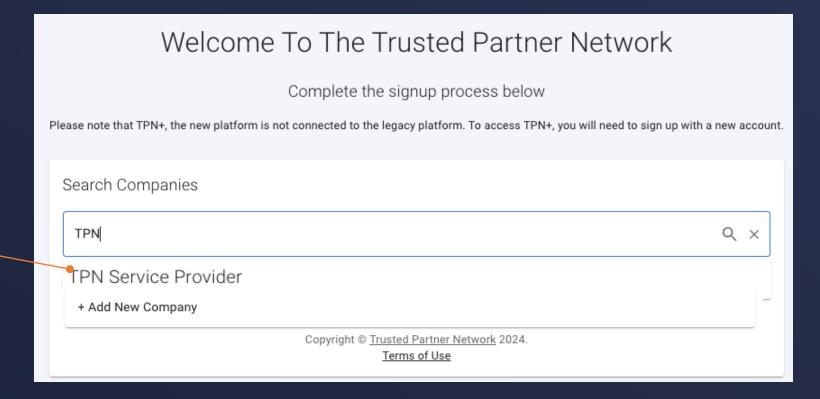
Important: You will need to open the Microsoft Authenticator app on your smartphone every time you log in. You will not receive a notification or text.

Search Companies

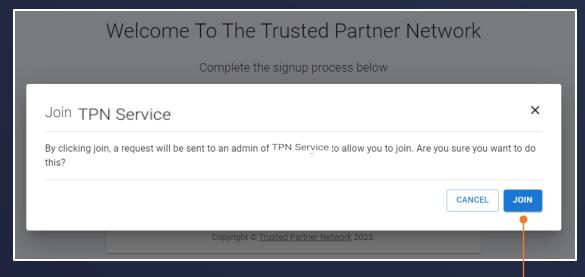
After successfully authenticating, you will be brought to this page to search for your Company.

If your Company is listed and you select it, a request will be sent to your Company's administrator to add you as a user.

If the Company doesn't exist, choose **Add New Company** and you will be taken to a screen to create the Company in the system.



Request Access To Existing Company



If you find your Company, select it and click the **Join** button. The primary admin of your Company will then grant permission for you to access the system.



Your request has been submitted to an admin for TPN Service You will be granted access upon approval.

Initial Company Setup

To create a new Company, add all requested information.

All fields with * are required to continue.

If your billing contact and information are different from your Company information, unselecting this checkbox will provide additional fields of data to complete.



Welcome To The Trusted Partner Network Complete the signup process below

Create a new Company AES Website Domain Billing PO Numbe Gross Revenue VAT Number Self-Employed 1 person only with no other employees Primary Contact Address * Address 2 Address 3 State / Province Country City Postal Code 3 Billing Contact Same as primary contact

The gross revenue selection is tied directly to the TPN Membership levels.

Please report accurately to reflect the membership level reported in the TPN membership agreement and in accordance with the terms of the agreement.

If you are a parent Company and owner of **subsidiary companies** who will have their own TPN+ Company accounts please click "**NEED SUPPORT**" in the navigation pane for TPN Admin to assist with linking the accounts.

Initial Company Setup

Membership Agreement

After you have created your Company and completed the sign-up process, you will be prompted to sign the TPN membership agreement via DocuSign and you will receive an email from DocuSign for signature.

If someone else in your organization should be the signatory you can reassign to them in the "Other Actions" menu in the top right corner of DocuSign.

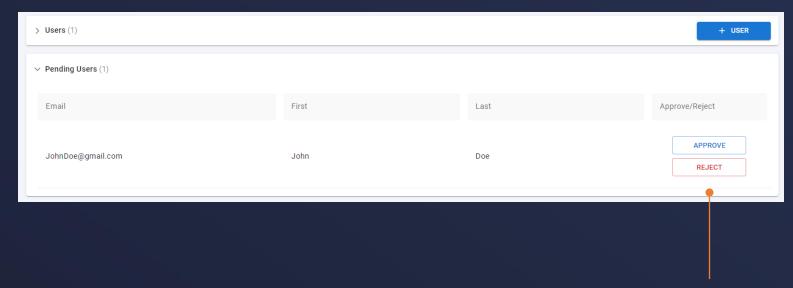
Please update the required fields and sign. TPN will then be prompted to sign, and upon completion you will receive a copy of the signed agreement via DocuSign email.

Completion of the agreement will trigger the invoice process.



Service Provider: Adding & Managing Users

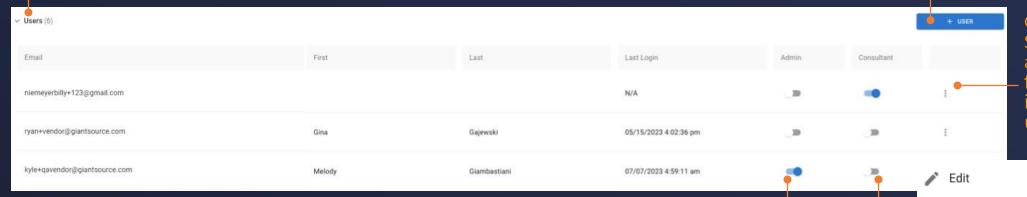
Granting User Access



As your Company's user admin, you will be notified via email of any users who have requested accounts for your company.

You can **Approve** or **Reject** their requests under "Pending Users" in your company's profile, granting or denying them access to the system.

An existing list of users will display once the Users section has been expanded



Clicking the User Settings icon will display a dropdown that allows for resending the email invite or resetting the user's password

This toggle is used to enable Admin privileges for your Company's user.

Only a User Admin can enable or revoke admin privileges for other users.

Your Primary Contact and Admin Users receive TPN+ notifications (eg: assessment published).

This toggle is used to identify a user as a Consultant.

Clicking the + **USER** button allows you to add new users

Remove

Reset

2°

Resend Invite

- Clicking the trash or pencil icons provide the ability to remove or edit the user account. If you remove a user, they can no longer access your company profile and the TPN+ platform.

Adding and Managing Users



When adding a new user, and clicking the **Invite User** button, an invitation will be sent to the email address you provide on this screen. The email address will be used to register the new user and will be preassociated with your Company account.

Please note: only enter one email address at a time

Adding and Managing Users

An email will then be sent to the user from membership@ttpn.org with their temporary password

Trusted Partner Network - Welcome to TPN+!

O membership@ttpn.org <membership@ttpn.org>
To: O Giambastiani, Melody

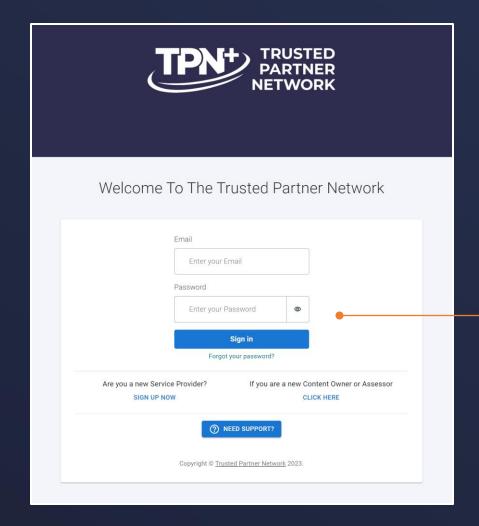
Hello,

Welcome to the Trusted Partner Network (TPN+) Platform! For your convenience, please use this LINK to the TPN+ how-to guide for more detailed instructions.

Please use the username and temporary password below to login to TPN+ HERE and set up your TPN+ Platform account.

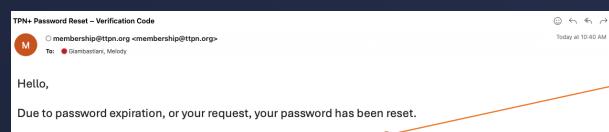
The user can then log in to the system by clicking on this hyperlink and using their temporary password

Adding and Managing Users



You can now log in to the system by using your email and temporary password sent to you in the welcome email.

Password Management & Resetting Users



The verification code to reset your TPN+ Platform password is: 597832. Please use this code to create a new password of your choosing. If this code has expired, please click the "resend code" link on the Reset Password screen.

Please note that password requirements are:

- Minimum of 12 characters;
- Must contain at least 1 number, 1 special character, 1 uppercase letter, 1 lowercase letter.

If you have any questions, please see the How-To Guide or contact us via this form.

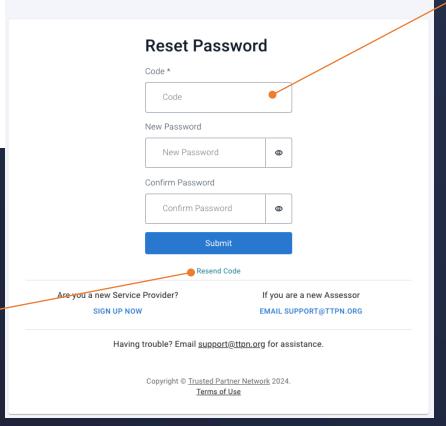
Warm regards, The Trusted Partner Network Team

Website: https://ttpn.org

Note: If the temporary "verification code" from the email has expired, simply click "Resend Code" - or go to the log-in page and click "Forgot password".

If you reset your password, request for TPN to reset your password, or your password expires, you will receive an email with a temporary Verification Code.

Welcome To The Trusted Partner Network



You can log in to the system by using the code from the email. Enter a new password and Submit.

Please note that password requirements are:

- Minimum of 12 characters;
- Must contain at least 1 number, 1 special character, 1 uppercase letter, 1 lowercase letter.

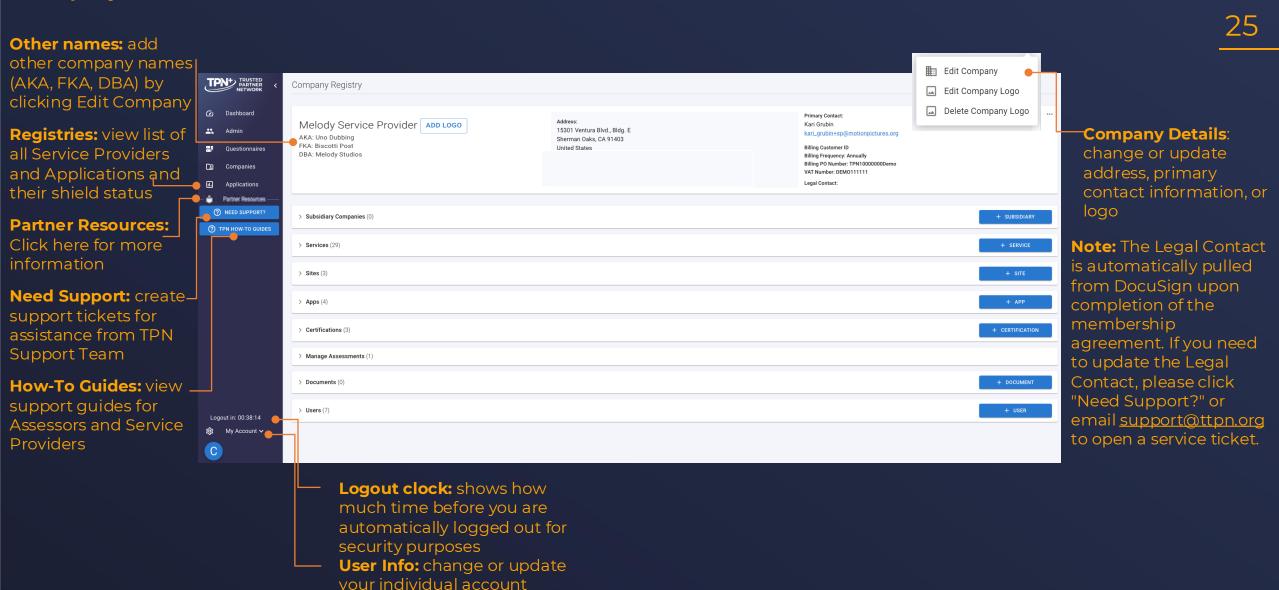
After completing this screen, you will be taken to the TOTP screen where you enter the code from your Authenticator app.

Service Provider: Profile Overview

Service Provider Profile

Your Profile is the landing page that upon login allows you to set up and manage your **Users** as well as update your **Company Details.**

details



Partner Resource Center

The **TPN Partner Resource Center** is a free resource hub that includes customizable policy templates and reference materials to enhance your security preparedness.

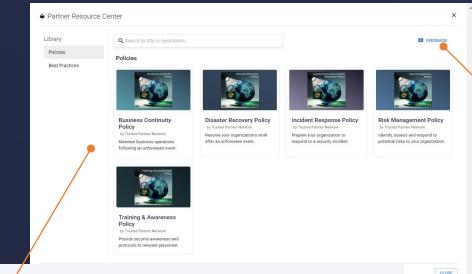
These tools simplify building and maintaining a robust security framework tailored to the unique challenges of the media and entertainment industry.

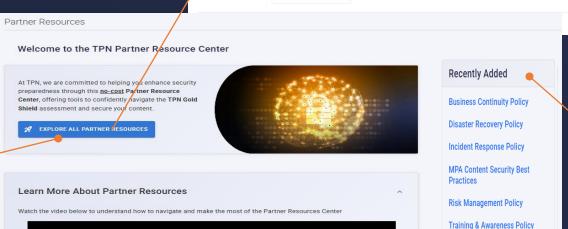
TPN+ TRUSTED PARTNER

NEED SUPPORTS

(?) TPN HOW-TO GUIDES

Explore All Partner
Resouces will open an
expanded view of all
available resources. Each
document is
downloadable for use.





NETWORK

Click **Feedback** to open a support ticket.

We would love to hear what other resources would be helpful to you!

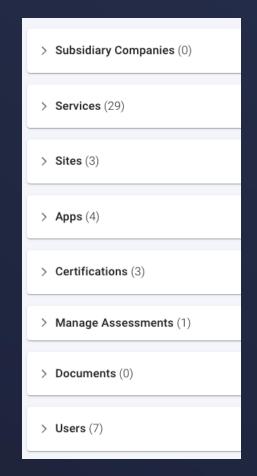
Recently Added shows a quick view of newly added resources

A short video is available to familiarize yourself with the Partner Resource Center

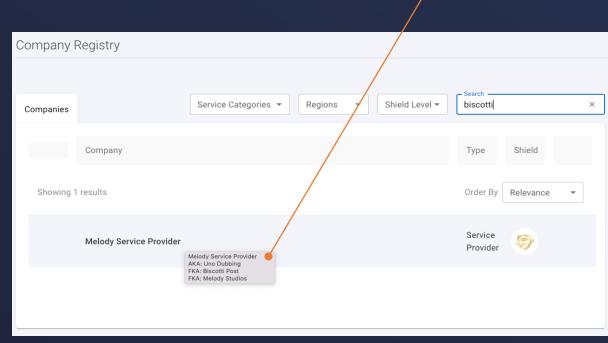
Service Provider Profile Continued

Your Profile also allows you to set up and manage your **Services, Sites, Applications, Documents, non-TPN Certifications,** and **Users** and manage ongoing **Assessments.**

- Subsidiary Companies: Any whollyowned subsidiary companies that are listed in the parent company profile. Contact <u>support@ttpn.org</u> to add subsidiaries to your TPN membership.
- Services: Types of services provided
- Sites: Service Provider's physical locations where services are performed
- Apps: In-house developed or 3rd party application software used to provide services
- Certifications: non-TPN security certifications (ISO27001, AICPA Soc2 Type 2, CSA STAR Level 1 & 2)
- Manage Assessments: This is where you will be able to manage your TPN+ assessments
- Documents: Legacy TPN and other assessments; white papers; process maps
- **Users:** Add and manage Users



Any alternative names that you enter in Edit Company Details (previous slide) can be searched in the Company Registry. The primary name will show in the results, with all names appearing when the user hovers as shown here.





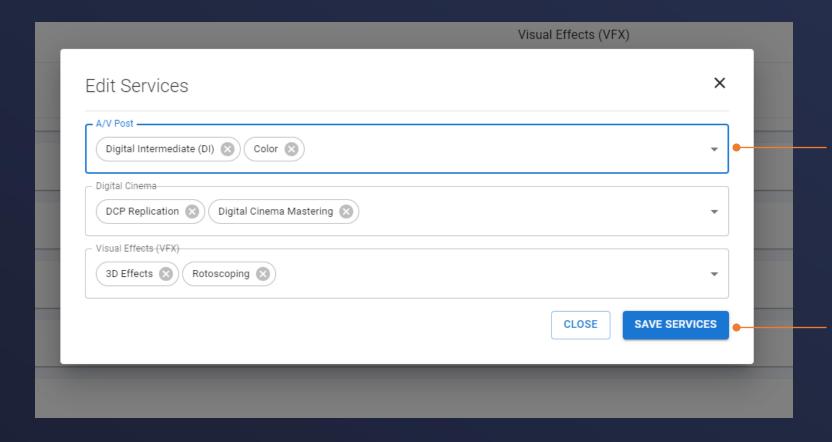
Clicking the **+ SERVICE** button allows you to add and manage which **Services** you currently provide.

Adding Services

Edit Services		×		
✓ A/V Post	☐ Content Transfer Networks	☐ Data Center		
✓ Digital Cinema	☐ Film Lab	☐ Home Entertainment		
Localization	☐ Marketing	☐ Non-Theatrical		
On-Set Production	Onboard	Screening Room		
☐ Transportation & Storage	☐ Video Game Services	✓ Visual Effects (VFX)		
		CLOSE SET SERVICE CATEGORIES		

Upon clicking **+ Service** a new window will appear prompting you to select one or more service categories.

After choosing the various service categories click the **Set Service Categories** button to further define more detailed services for each Service Category.

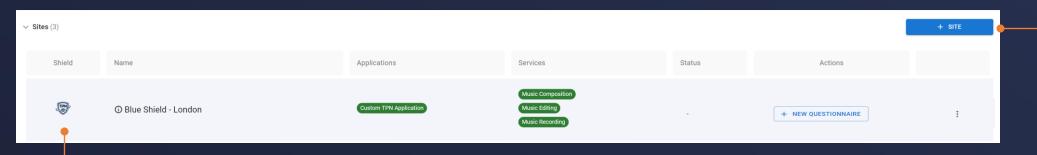


Each of your selected high level service categories are now displayed as separate groupings. Clicking on the dropdowns will provide a list of more detailed services to add to each high-level service category.

After selecting the detailed service selections for each high-level category, click **Save Services** to return to the profile page where the selected services will now be displayed. Please note you must select at least one Service inside of each Service Category selected.

Adding Sites

Important: All external facing in-house apps that are used to store and transfer content should be listed in the **Applications** section (see upcoming slides). These have their own Questionnaires and Assessments, separate from the Sites.



The Shield area of the Site listing will populate the most advanced stage of recognition for that Site.

The three display stages are:

1. Non-TPN certificate if this is the only security status reported.



2. Blue TPN Shield upon completion of the self-reported TPN Best Practice questionnaire.



3. Gold TPN Shield upon publication of a TPN assessment by an accredited TPN Assessor and entering remediation plan(s).



This **Action** button will change based on the different phases the Site is currently in

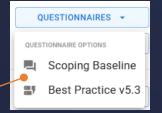
The first step after creating the Site will be completion of a short Scoping

Baseline Questionnaire. You start this by clicking the + New Questionnaire button.

The Scoping Baseline Questionnaire information will be used to filter the Best Practice questions you need to answer when you start to complete the TPN Best Practice Questionnaire. You can access the Baseline after you finish by clicking the Questionnaires dropdown list.

Clicking the +
SITE button allows
you to add and
manage the Physical
location of each site
and identify which
services are
performed at that
location.

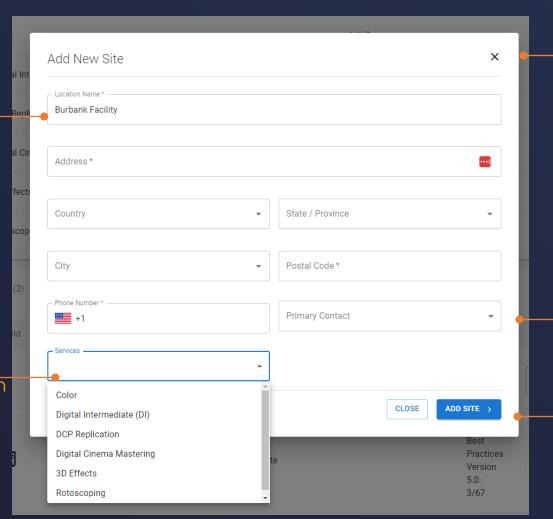




Adding Sites

Location Name is where you can create a familiar name for your Site as opposed to just the address to help easily distinguish and identify.

This dropdown allows you to associate the various **Services** performed at this location. These services must already be selected in the **Services** section of the profile to appear here.



Upon clicking **+Site** you will be asked to provide information related to the location of the Site you are adding.

Primary Contact is selectable from a list of users invited by the administrator to the account under the **USERS** section of the company profile.

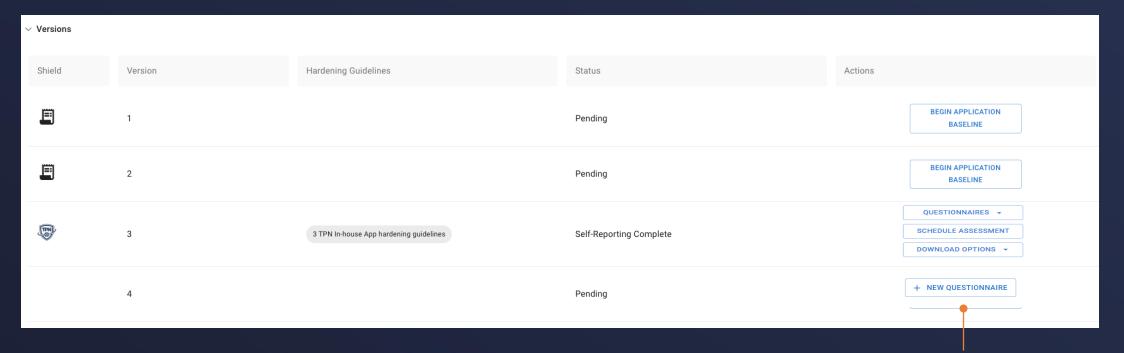
When complete, click Add Site.

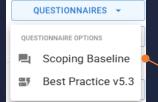
Adding Applications – Overview

The **Applications** that you add to your profile are either **In-house Developed** or **3rd Party Licensed Applications**.

Note you can only respond to the TPN Best Practice questionnaire for **In-House Developed Applications**.

∨ Apps (0)						+	APP
In-house Develop	ped Application						
Shield Name			Sites		Services		
3rd Party License	ed Application						
Shield Name		Version	Sites	Services		Hardening Guidelines	



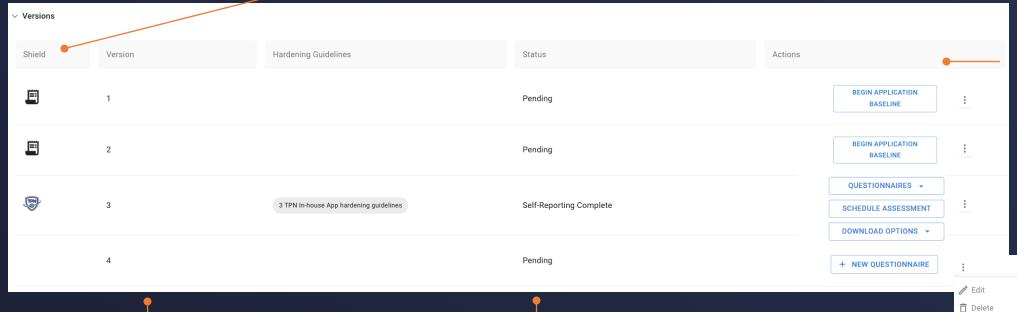


Just like Sites, the process to begin the TPN Best Practice questionnaire and Assessments follows the same workflow, by clicking **+ New Questionnaire**.

Scoping Baseline Questionnaire can be accessed under the Questionnaires dropdown list.

Adding Applications – Overview

The **Shield** column will populate the current TPN Shield status for the Application. If you have added a 3rd party Licensed Application that is a TPN member, your profile will display the associated TPN Shield status.



This **Actions** column will reflect the different actions related to the Application.

For example:
Begin Questionnaire,
Begin Site Baseline,
Continue
Questionnaire, etc.

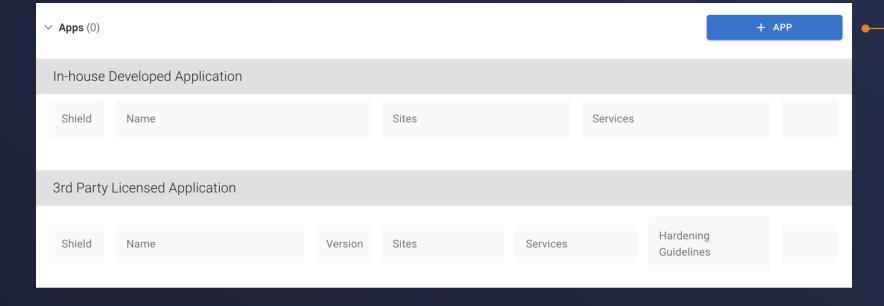
In the **Versions** drop-down, you will see the various versions of the App, one per row.

If you have uploaded Hardening Guidelines (per Version), they will be displayed in the **Hardening Guidelines** column and are downloadable by Content Owners and by the Assessor selected to perform the App Assessment. This **Status** column will change based on the different phases the Application is currently in.

If the Best Practices Questionnaire is in progress, for example, it will show how many questions have been answered.

Adding Applications - Overview

You can add and manage both **In-house Developed** Applications and also **3rd-party Licensed** Applications (e.g., SaaS, PaaS, etc.) to your TPN+ Profile



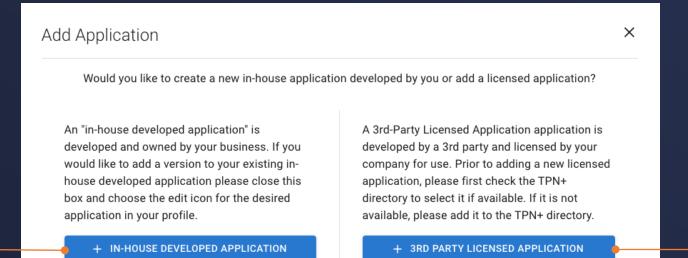
Clicking the **+ APP** button allows you to add and manage your in-house developed and 3rd-party Licensed Applications.

You can add new Applications or select preregistered Applications from the TPN+ Registry.

Both in-house and 3rd party Apps will require you to select the Application type (e.g., cloud services, transfer services etc.) and the versions that you provide or are licensing.

In-house developed apps will also indicate whether the app is licensable and/or used "as a service".

You will also identify which Service and Site is using that Application and Version if applicable. To add Applications that were developed inhouse by your Company, please click + In-House Developed Application to add it to the TPN+ registry

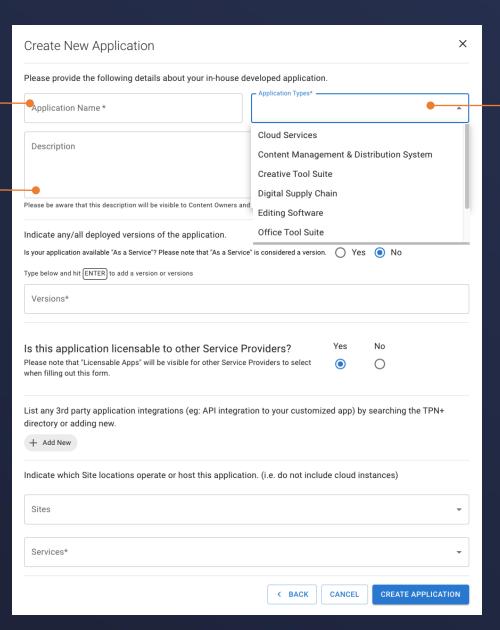


To add a licensed Application, please click + 3rd Party Licensed Application and either select the Application from the TPN+ registry, or if it is new to TPN+, please add it to the TPN+ registry.

Adding In-house Developed Applications

First, provide the **Application Name**, then select from the **Application Types** dropdown.

Add a **brief description** of your Application. Please be aware that ____ this will be visible to Content Owners and other Service Providers if it is licensable.



Select the **Application Type** from the dropdown list. You can make multiple selections here.

If you do not see the Application Type you need, please contact support@ttpn.org.

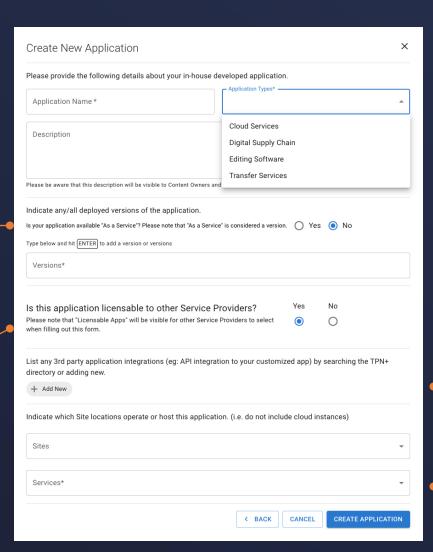
Adding In-house Developed Applications

If your Application is available as a service, click **Yes**. "As a Service" will then appear in the **Versions** list.

Please add all other available Application **Versions**.

Note that you must hit ENTER to add a version.

Click **Yes** if your Application is licensable to other Companies. Note that it will then be available to other TPN member Service Providers to select in their TPN profile as their licensed Application.



If your Application is integrated with any other 3rd-party Applications, click **Add New** and search in the TPN+ registry or add a new Application. See the next slide for instructions.

Use these dropdowns to list which of your **Sites** and **Services** use this Application.

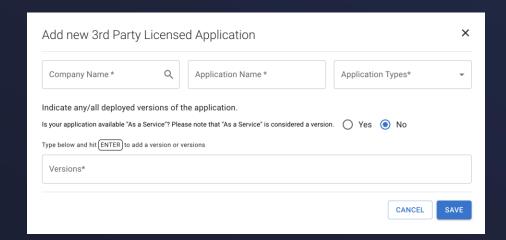
Adding In-house Developed Applications – 3rd Party Integrations

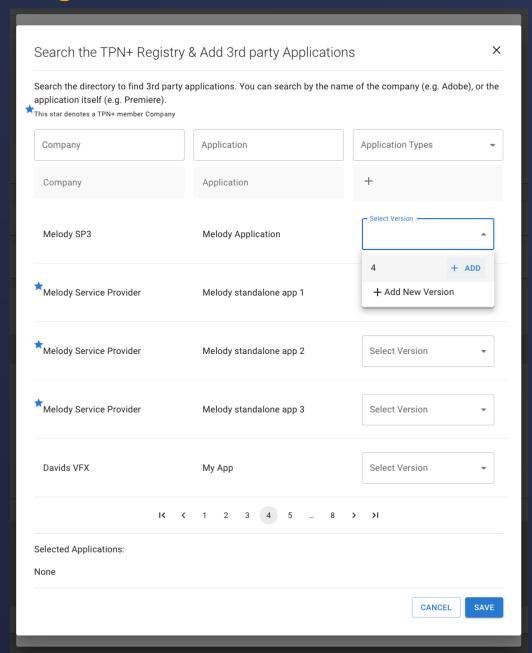
After clicking **Add New** you will search in the TPN+ registry or add a new Application.

If you are selecting your 3rd party integrated Application from the TPN+ Registry, the **Company** and **Application** boxes will assist your search of the TPN+ Registry. Once the Company and Application are selected, please **select version/s** and **save** to list in your Application profile.

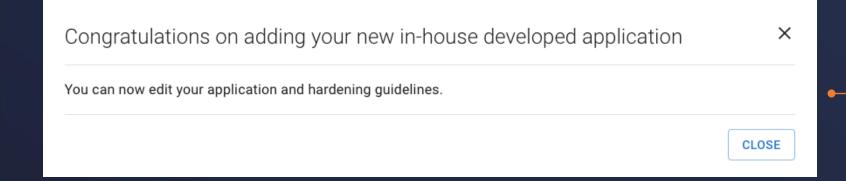
If the **version** you are using does not already exist in the TPN+ Registry, please click **+Add New Version** and TPN will contact the Application Owner to verify and add the requested version. TPN will advise you when available for your selection.

To add a new Application to the TPN+ Registry, please click **Add It To Our Directory,** add the Company and Application name and type, and Version/s and click Save. You may then select the new Application and save to your Profile.





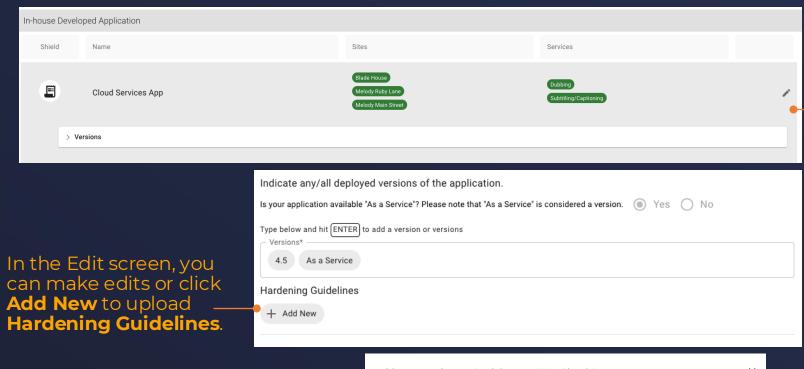
Adding In-house Developed Applications



After you have saved your In-house Developed App, you will see this confirmation message.

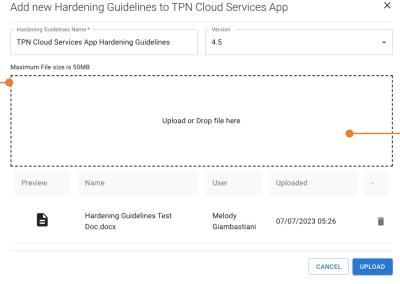
To add **Hardening Guidelines**, see next slides.

Adding In-house Developed Applications – Hardening Guidelines & Edits



To add Hardening
Guidelines, add a new
Version or make other
changes to your
Application, first click this
pencil icon to Edit.

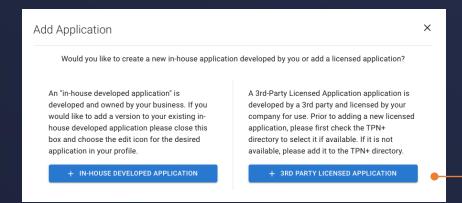
Enter the **name** and **version** of the Hardening Guidelines, upload the file by clicking to upload or __drag and drop the file here.



Once the **Hardening Guidelines** file shows here, click **Upload** then **Save Application**.

Note that **Content Owners** and any **Service Provider** who has listed your licensable Application in their own TPN+ profile will be able to **download** the Hardening Guidelines

Adding 3rd Party Licensed Apps



This star denotes a TPN member Company

A blue star next to the Company name means it is a TPN Member who has either self-reported their security status or been assessed on TPN+. The TPN Blue or Gold Shield will be displayed in your TPN+ profile if you select this one of these Applications.

To add licensed

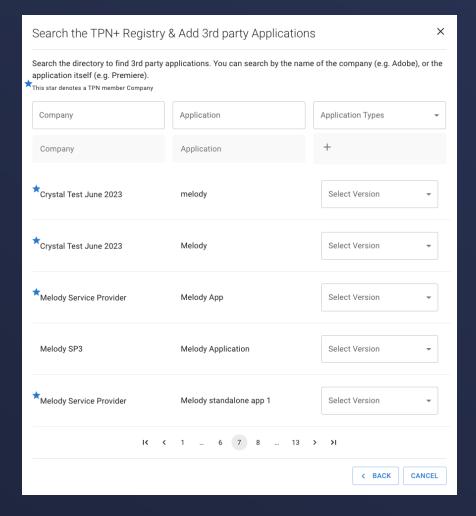
Applications, you will first search by Company,

Application and/or

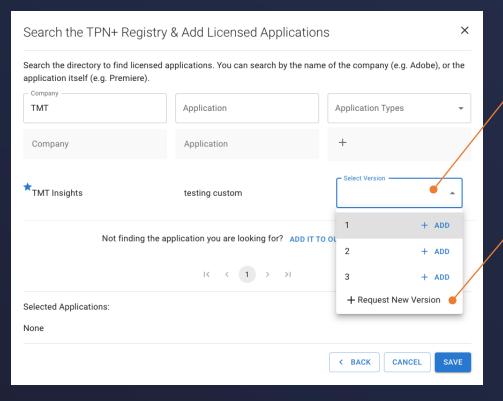
Application Types in the existing TPN+ registry.

Once located and selected, please also select the **Version** that you are using. You cannot **Save** until you have done this.

See next slide for more instructions regarding Versions.

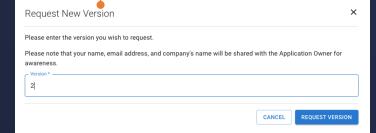


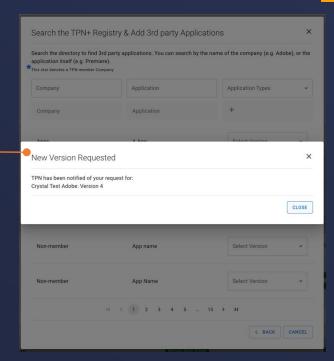
Adding 3rd Party Licensed Apps



You will select the Version of the App here or click **+Request New Version** to add a version not yet in the TPN+ registry.

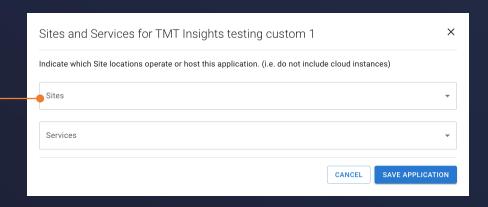
If a New Version is requested for an owned Application (with Blue Star), TPN will contact the App Owner to verify and add the requested version and will let you know when it is available for you to select.





Use these drop downs to list where you use this App and for which Services.

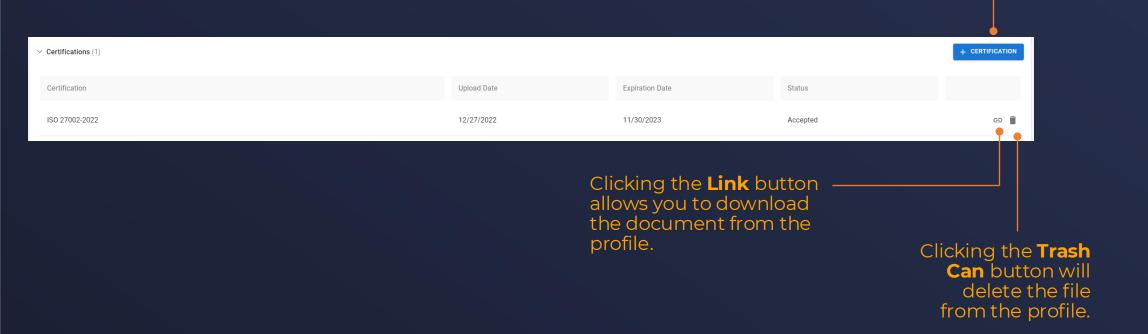
If you are adding more than one Version, you will have to repeat this for each Version. (Go back to + 3rd Party Licensed Application.)



Adding Certifications

Non-TPN Certifications accepted:

ISO 27001: 2013 & 2022, AICPA Soc2 Type 2, CSA STAR Level 1 & 2, and TPN Legacy Certificates Clicking the **+ CERTIFICATION** allows you to upload an accepted non-TPN certificate or a legacy TPN certificate by selecting the control framework from the drop-down list and linking it to the applicable previously registered Site and Application.

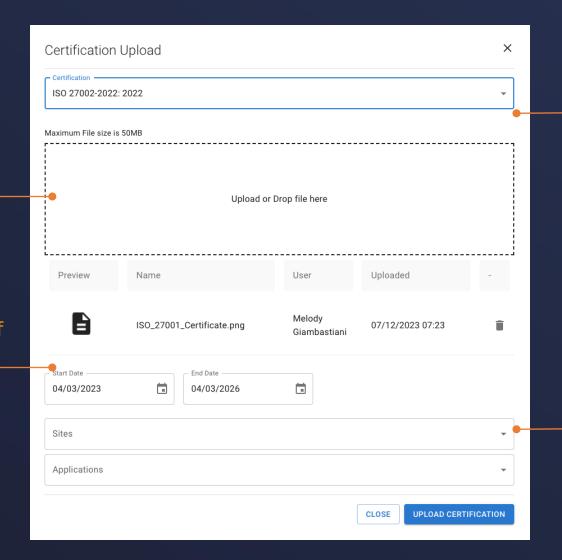


Adding Certifications

Drag the file from your computer or click on the box to bring up a file browser to find the file on your computer.

Provide the start and end date of the certificate you uploaded.

Certificates that are not valid will be rejected by TPN.



Choose from a list of accepted certifications to upload the evidence against.

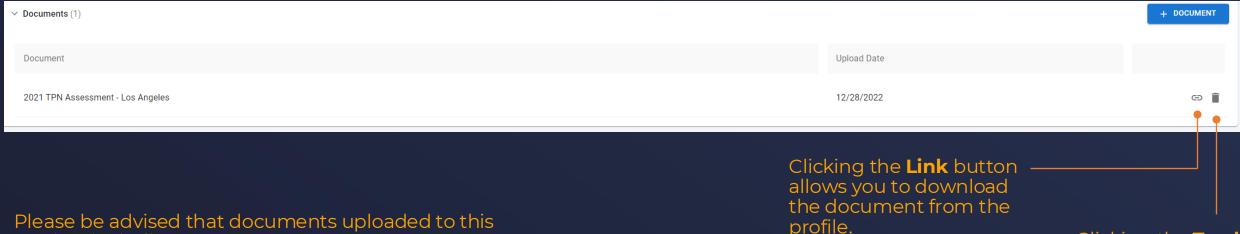
Select the list of Sites and Applications for which the uploaded certificate or TPN legacy assessment applies.

Remember those Sites and Apps must be selected in your profile prior to making this association.

Adding Documents

You may use Documents to upload your TPN legacy assessment and remediation PDFs along with any other document type that will be useful for Content Owners to understand your security status.

Clicking the **+ DOCUMENT** button allows you to upload a new document.



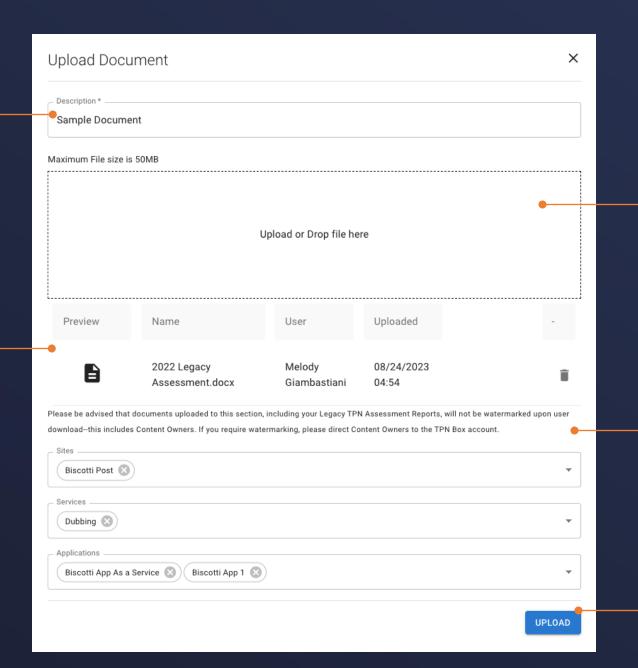
Please be advised that documents uploaded to this section, including your Legacy TPN Assessment Reports, will not be watermarked upon user download - this includes Content Owners. If you require watermarking, please direct Content Owners to the TPN Box account.

Clicking the **Trash Can** button will delete the file from the profile.

Adding Documents

Enter the name of the document to be uploaded.

A summary of the document you have prepared for upload will display here.



Drag your file from your computer or click on the box to bring up a file browser to find the file on your computer.

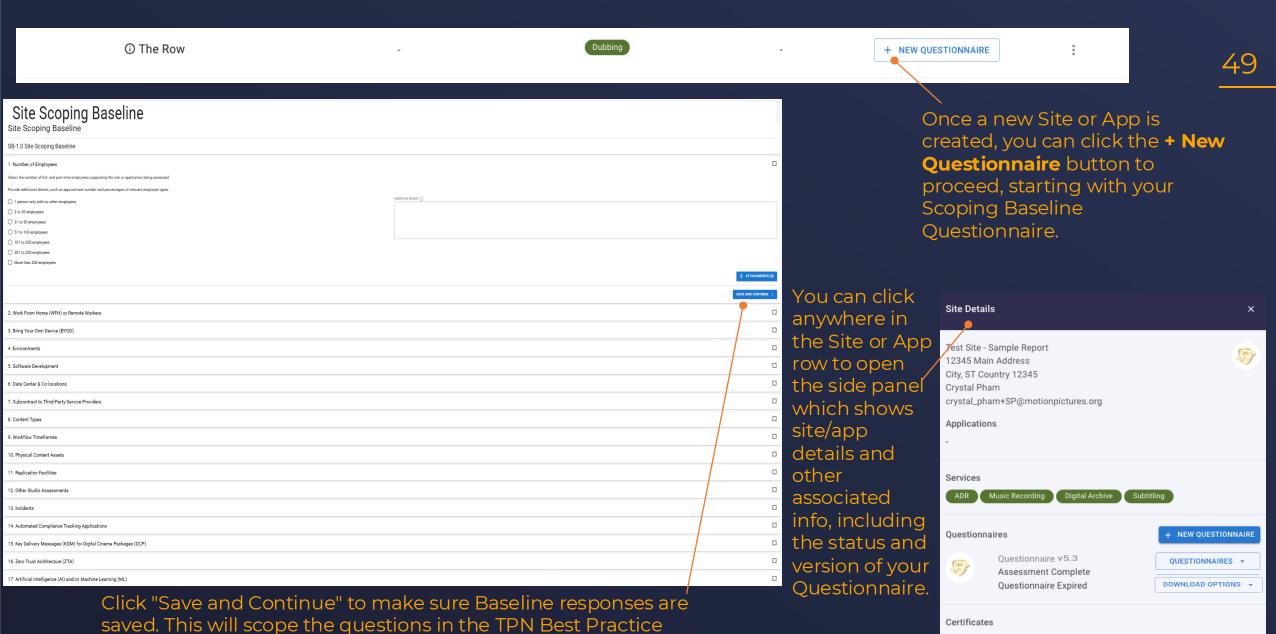
You can associate the document to Sites, Services, Applications as needed.

Click the upload button to begin uploading the document(s).

Service Provider: Answering TPN Best Practices Questionnaire

New Questionnaire + Scoping Baseline Questionnaire

Questionnaire.



Certificates

TPN Best Practices Process Overview

In the top right-hand corner of the TPN Best Practice Questionnaire screen you are able to click down and see this progress list as your Site or Application moves through the TPN+ platform to Blue or Gold Shield status including remediation management.

The assigned Assessor has accepted the request

The Assessor has officially begun the assessment

TPN completed the assessment and Service Provider can enter remediation plans

Remediation plans entered and the _ TPN Gold Shield awarded



Note that if you wish to complete the TPN Questionnaire over time, your entries will auto-save and you may return to it from your profile screen at any time.

The Questionnaire is locked and published and the **TPN Blue Shield** is awarded

The Questionnaire is unlocked for changes and discussions between Assessor and Service Provider begin.

The Assessor has submitted the final assessment to TPN for review

The Service Provider begins remediation on any open findings.

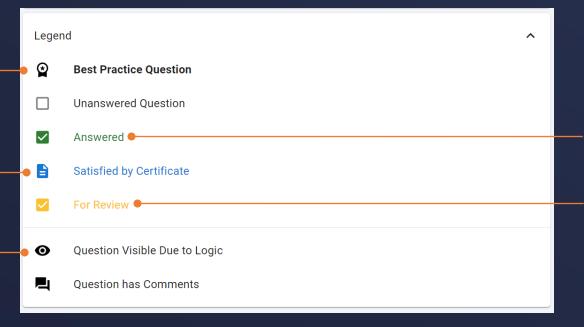
TPN Best Practices Questionnaire Legend

The following Legend items are applicable when editing or viewing your **Blue Shield Questionnaire**:

This symbol denotes a Best Practice question, all other questions are Additional Recommendations

This answer was prepopulated based on the associated non-TPN certificate you uploaded

Hovering over this icon on a question will explain why the question is being displayed



A response meets Best Practice requirements

A response does not meet the Best Practice requirements (i.e., is not Fully Implemented) and needs review by Content Owner

TPN Best Practices Questionnaire

Tip: multiple TPN Users can answer the Questionnaire concurrently if needed

QUESTIONNAIRES +

BEGIN TPN BEST PRACTICES

QUESTIONNAIRE

Upon completion of the Scoping
Baseline Questionnaire the profile will
now show an action button to **Begin TPN Best Practices Questionnaire.**Click this button to start your TPN Best
Practices Questionnaire. You can click
the Questionnaires dropdown list to
access your Site/App Scoping Baseline
Questionnaire.

Best Practice questions are illustrated by this icon marking the difference between • questions related to Best Practices and Additional Recommendations. See definitions below.

Each question begins as a white background. As you respond the questions will change color for easy reference based on the legend.

TPN Best Practices Questionnaire	Current Step: Best Practices Questionnaire In Progress	v	
Triv best riactices questionnaire		1/82	
OR-1.0 Information Security Management BEST PRACTICES:	Current Best Practice: Information Security Management	^	
Establish, regularly review, and update upon key changes, an Information Security Management System (ISMS), Infor	mation Security Manual (ISM), or Information Security Policy (ISP) which is approved by leadership of the	OR. Organizational Security	^
▼9k	w More	1. Policies & Procedures	^
© Do you have a formal, documented Information Security Management System (ISMS), Inf	0. Information Security Management	1/2	
Policy (ISP), which includes the following?		Acceptable Use Policy	0/1
Select which of the below apply: If ALL components are met; choose Fully implemented and upload relevant evidence.	2. Business Continuity Plan	0/1	
If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and up	load relevant evidence.	3. Disaster Recovery Plan	0/1
 If you have implemented a Compensating Control, choose C/C for each line and provide additional details. For each line that is Not implemented for this assessment, choose N/I for each line and provide additional detail 	is.	4. Data & Assets	0/1
 For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details. If NONE of the components are met: choose Not Implemented and provide additional details. 	2. Risk Management	~	
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.		3. Personnel Security	~
YES C/C N/I N/A ✓ □ □ □ Fully Implemented	Additional Details ①	4. Incident Response	~
✓ □ □ Regular reviews of your ISMS, ISM, or ISP		5. Artificial Intelligence & Machine Learning	~
Updated upon key changes		OP. Operational Security	~
Approved by leadership of your organization		PS. Physical Security	_
☑ ☐ ☐ Control Framework	TS. Technical Security		
Governance, Risk, and Compliance (GRC)	13. Technical Security	v	
□ □ Not Implemented	☐ UPLOAD CERTIFICATION		
□ □ □ Not Applicable		H OFEND CENTRICATION	
	() ATTACHMENTS (0)	Legend	^
	SAVE AND CONTINUE >	Best Practice Question	
	☐ Unanswered Question	•	
	✓ Answered		
Does your Information Security Management System (ISMS), Information Security Manual (ISM), or Information Security Policy (ISP) include the following?		Satisfied by Certificate	
	For Review		
	Question Visible Due to Logic		
	Question has Comments		
	-		

Expand this pane to see the overall progress of your Site or Application.

This quick navigation pane allows you to explore and move around the Best Practices without needing to follow a linear order.

The Legend is always visible to identify what different colors and icons represent regarding the various states of your responses and any assessment or remediation states.

- Best Practices are minimum requirements where all components need to be fully met to fulfill the overall Best Practice.
- Additional Recommendations are supplemental recommendations for Best Practices implementation. These are not requirements.

this response will always be shown

with a time and date stamp.

TPN Best Practices Questionnaire

If your answers meet all the Best Practice requirements, the screen will turn green when you click **Save and Continue** to illustrate that the answer meets the Best Practices.

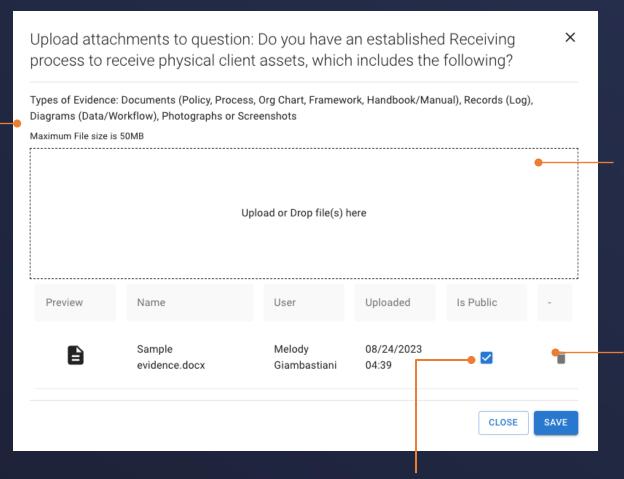
O Do you have a formal, documented Information Security Management System (ISMS), In Policy (ISP), which includes the following?	nformation Security Manual (ISM), or Information Security	Each question provides these
Select which of the below apply: If ALL components are met: choose Fully Implemented and upload relevant evidence. If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and If you have implemented a Compensating Control, choose C/C for each line and provide additional details. For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details. For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details. If NONE of the components are met: choose Not Implemented and provide additional details. If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.	ails.	 prompts to assist you. Each question has an "additional details" box for you to provide context regarding your response
YES C/C N/I N/A ✓ □ □ Fully Implemented ✓ □ □ Regular reviews of your ISMS, ISM, or ISP	Additional Details ①	(optional).
✓ □ □ Updated upon key changes ✓ □ □ Approved by leadership of your organization		Please pay attention to the box prompt as some questions may have
		a particular type of evidence to be provided.
Not Implemented Not Applicable		You can attach multiple files of
	ATTACHMENTS (0) SAVE AND CONTINUE >	supporting evidence against each question.
	Last Updated By sami test 01/14/2025 16:33	A full audit log of all changes are kept, and the last user who modified

Tip: Including details and context in the "additional details" text box can be helpful to the Content Owners. If you proceed with a TPN Assessment, this info can also make for a smoother and more efficient process.

Additional details can include an explanation of what is/isn't implemented or not applicable, other compensating controls in place, what evidence is uploaded, etc.

TPN Best Practices Questionnaire

Please take note of the acceptable types of evidence



If you check "Is Public", the Content Owner will be able to view this public evidence. <u>Only</u> the Content Owner members, the assigned TPN Assessor, and TPN can see the files marked public.

After clicking **Attachments** on the previous screen, this window will appear.

Simply drag your file from your computer or click on the box to bring up a file browser to find the file on your computer.

A summary of the evidence associated with this question you've uploaded will display here.

Note that if you've dragged or selected multiple documents to be uploaded, all files will display here.

There is a file size limit of 50MB.

Responses with a yellow screen indicate that the provided answer may need further review by the Content Owner

Do you have a formal, documented Information Security Management System (ISMS), Information Security Manual (ISM), or Information Security Policy (ISP), which includes the following?				
Select which of the below apply: If ALL components are met: choose Fully Implemented and upload relevant evidence. If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence. If you have implemented a Compensating Control, choose C/C for each line and provide additional details. For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details. For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details. If NONE of the components are met: choose Not Implemented and provide additional details. If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.				
YES C/C N/I N/A	Additional Details ①			
Fully Implemented				
☐ ☑ ☐ Regular reviews of your ISMS, ISM, or ISP				
Updated upon key changes				
Approved by leadership of your organization				
☐ ☑ ☐ Control Framework				
☐ ☐ ☑ ☐ Governance, Risk, and Compliance (GRC)				
☐ ☐ Not Implemented				
☐ ☐ Not Applicable				
	(l) ATTACHMENTS (0)			
	SAVE AND CONTINUE >			
	Last Updated By sami test 01/14/2025 16:50			

TPN+ has logic to ensure that where possible you are not asked redundant questions. The **eye icon** illustrates that you are being shown this question based on the response to a previous question.

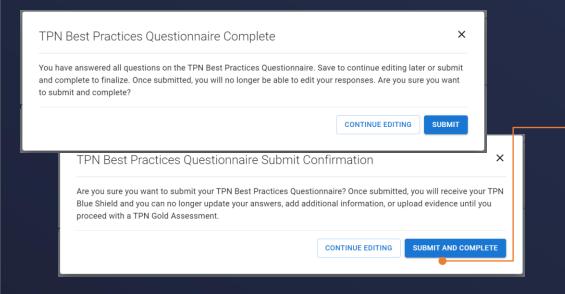
Moving the mouse over this icon will display the reason a particular question is being asked.



Tip: If you select **Not Applicable** or **Not Implemented**, automated questionnaire logic will remove subsequent questions covering that area. Please make sure that you only select Not Applicable if you are sure this is the correct indication.

×

TPN Best Practices Questionnaire



Sites (13)

TPN Self Reported: Expires 08/21/2024

Shield

Name

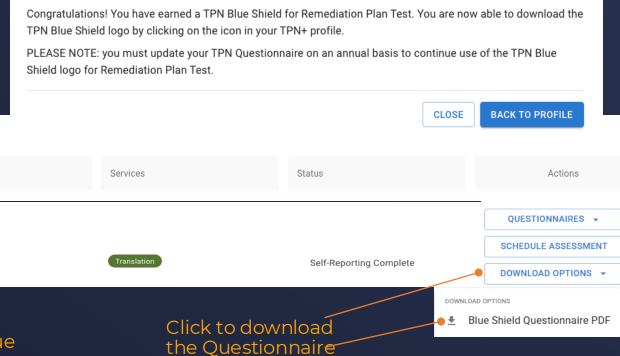
(i) Biscotti Translations

When you have completed all Best Practice questions, you will be able to **SUBMIT AND COMPLETE** to finalize your answers and earn the TPN Blue Shield for that Site or App.

Please note that once you click this button the Questionnaire locks and you cannot update your answers until an assessment process is initiated. Content Owners are also able to see your Questionnaire answers once submitted.

TPN Best Practices Questionnaire v5.3 Submitted

answers (PDF).



The TPN Blue Shield will be displayed on the profile page denoting the status of the Site.

You are now able to click on the Blue Shield icon to download a copy of the Shield for your promotional use.

If you hover over the Blue Shield, you can see the expiration date (one year after completion).

Applications

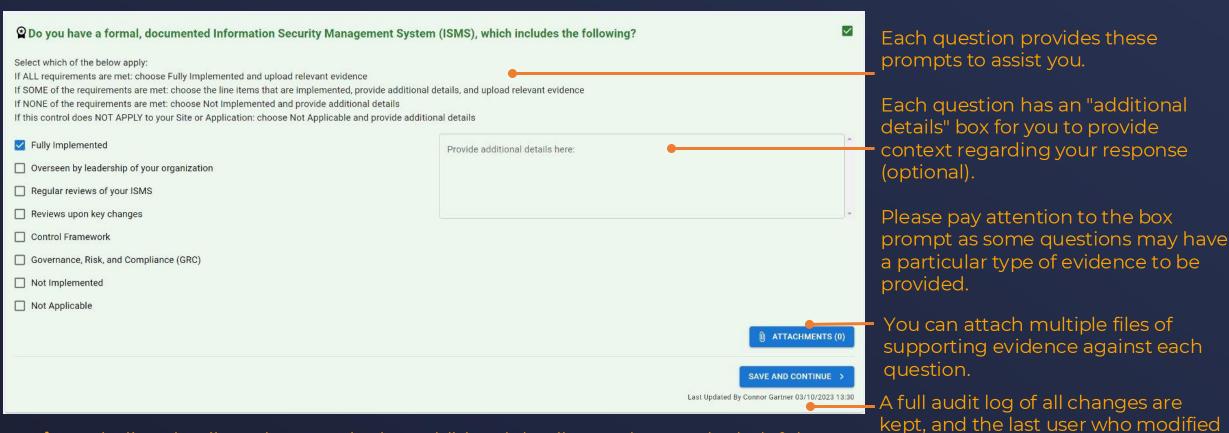
Not Applicable.

this response will always be shown

with a time and date stamp.

V5.1 & 5.2 TPN Best Practices Questionnaire

If your answers meet all the Best Practice requirements, the screen will turn green when you click **Save and Continue** to illustrate that the answer meets the Best Practices.

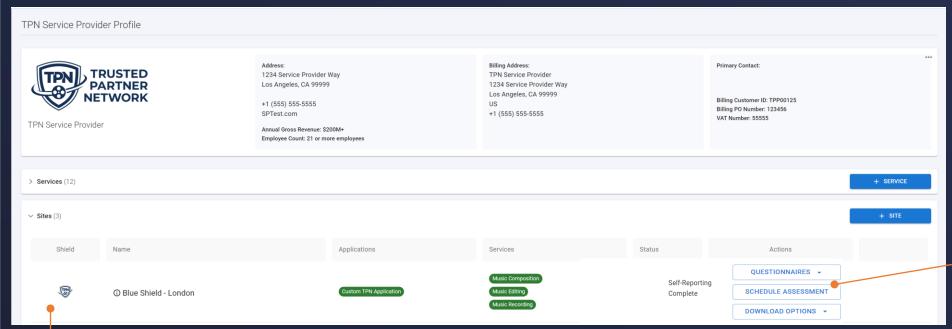


Tip: Including details and context in the "additional details" text box can be helpful to the Content Owners. If you proceed with a TPN Assessment, this info can also make for a smoother and more efficient process.

Additional details can include an explanation of what is/isn't implemented or not applicable, other compensating controls in place, what evidence is uploaded, etc.

Service Provider: Scheduling a TPN Assessment

Service Provider - Site/App Assessment Scheduling



If your Blue Shield expires before an Assessor accepts the Assessment request, a new Questionnaire must be completed before a new Assessment request is created.

After you have completed and submitted your TPN Best Practices Questionnaire your TPN Shield status turns to Blue in your profile and you are able to download the Blue Shield logo for your promotional use by clicking on the logo and also schedule a TPN Gold Assessment.

Clicking on **Schedule Assessment** will allow you to send a request to your selected TPN accredited Assessor who will perform the assessment.

We recommend that you negotiate cost and terms directly with the 3rd party TPN accredited Assessor prior to scheduling an assessment on TPN+. Once the Assessor accepts the request, their 15-business day SLA begins.

Service Provider - Site/App Assessment Scheduling

Allows completed assessments to be filtered out of view

Search Sites and Applications

Scope

Cloud

Type

On Site

Q v

CANCEL

Test Site - Paris

Site/Application

Test Site - Paris

Search Assessors

In the "Search Assessors" search field, start typing the name of the Assessor you would like to perform the TPN assessment, then select when it populates and click **Save**.

Choose the Site or App to be assessed.

Once you have assigned an Assessment to a TPN Assessor, they can view your baseline and TPN Questionnaire answers, to help determine the scope of the assessment.

Scope: An assessment scope can be on-prem and/or cloud depending on scope. Site and/or Cloud toggles are autopopulated based on how you answer the Environments question in your Scoping Baseline questionnaire. If this needs to be changed, go to the Baseline via the Questionnaires dropdown to edit this answer.

By clicking **+Assessment** in your

an assessment request from the

Manage Assessments section.

profile section, you can also schedule

Type: Defines if the actual 3rd party assessment is on-site or remote. Default is on-site, which is often preferred by Content Owners. Check with your customers to be sure.

Customers to be sure.

Notice

Studios often prefer an on-site assessment. Please check

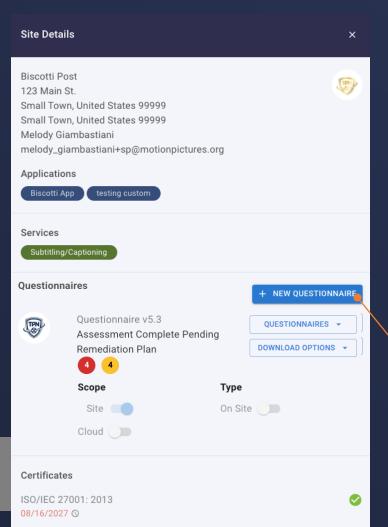
Studios often prefer an on-site assessment. Please check with your Studio customers if you are unsure.

CLOSE

Service Provider – Viewing Assessment Details

By clicking anywhere in the Site/App row, you can open the side panel which shows the site/app details including the phase, scope, and type of Questionnaire or Assessment.





+ NEW QUESTIONNAIRE

No new Questionnaires

You cannot add a new Questionnaire unless your current Questionnaire is expired (one year) or will expire in the next three months.

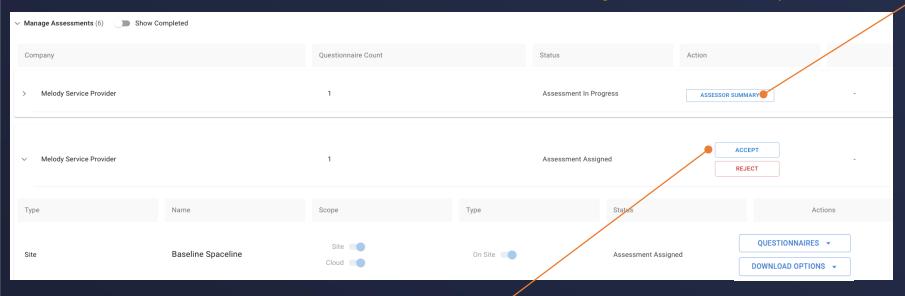
Service Provider: Pre-Assessment

Pre-Assessment

Your selected **Assessor** will have access to your baseline and questionnaire answers. They must accept your assessment request in their own TPN+ profile.

They also have an **Assessor Summary** box where they can add an overview summary and/or additional context outside of specific control findings. They can access and edit the text at any time during the assessment process. Once the assessment is complete, this will show in a new "Assessor Summary" section at the top of the PDF assessment report.

View of **Assessor** profile:

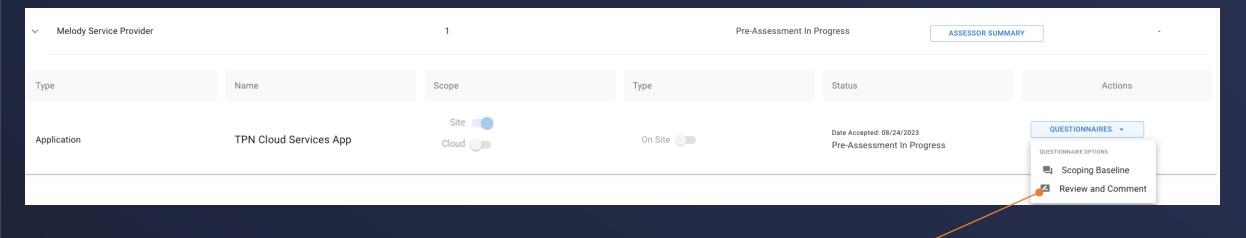


Note that once the **Assessor** clicks **ACCEPT** this starts the 15-business day turnaround SLA.

If the Assessor rejects your assessment request, you will be notified. You can then reassign as shown in the **Service Provider** profile view here.

✓ Manage Assessments (2) Show Completed				+ ASSESSMENT
Assessor	Questionnaire Count	Status	Action	
> Sami Assessor	1	Rejected by Assessor	REASSIGN	1/

View of **Assessor** profile:



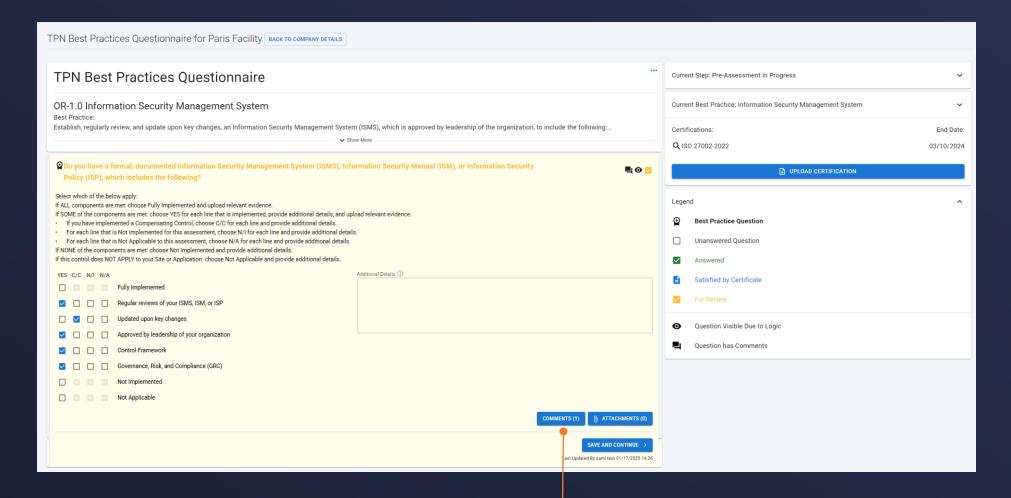
Once accepted, the **Assessor** will click **Review and Comment** to start the Pre-assessment phase where you and your selected Assessor can collaborate and review your questionnaire answers, evidence and other information such as non-TPN certs.

During the pre-assessment phase you can update your Questionnaire answers and upload evidence prior to beginning the formal assessment.

You can manage all pre-assessment and assessment activity in the **Manage Assessments** section in your profile.

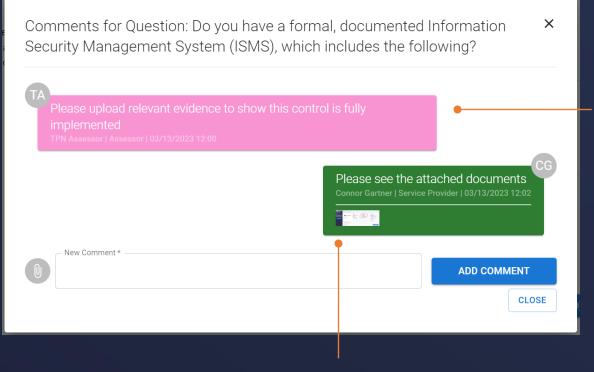
Note that the pre-assessment phase is part of the 15-business day turnaround SLA.

Pre-Assessment - Commenting



To begin or continue a dialogue with the Assessor during pre-assessment or the assessment phase, click the **Comments** button.

Pre-Assessment - Commenting



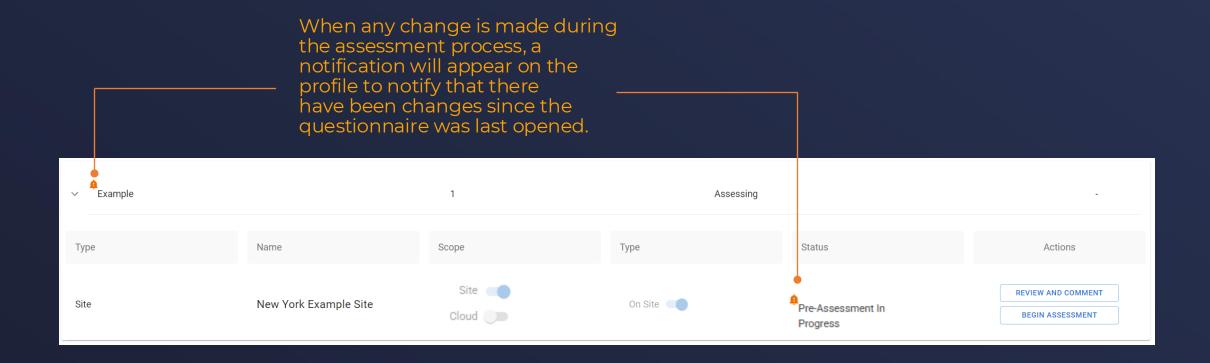
You can provide responses and upload requested documents within the **Comments** window.

During Pre-Assessment, the Assessor may contact you via the **Comments** button to request additional information.

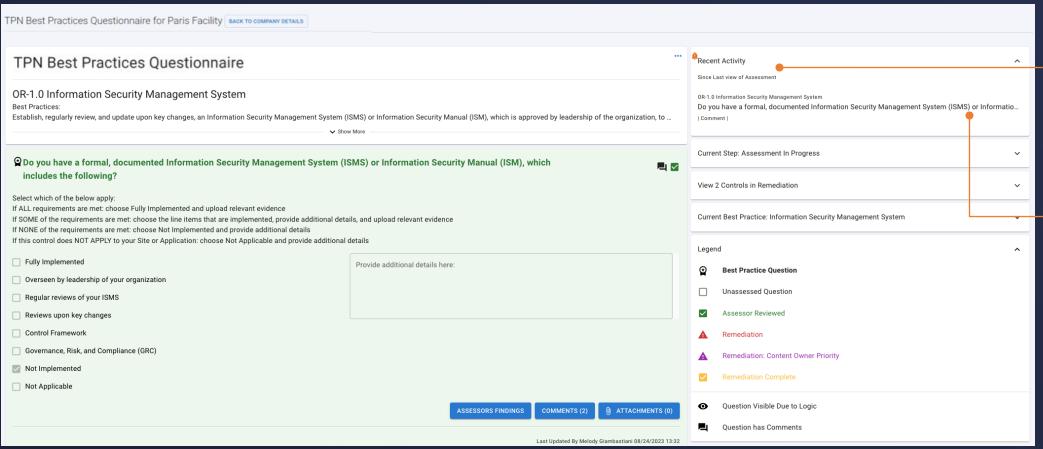
Once the full assessment phase begins, the ability to provide additional evidence or modify your responses to the best practices is no longer available.

After the assessment is completed, any remediation details and files can be added in the remediation plans.

Recent Activity Notifications



Recent Activity Notifications



The recent activity section displays a list of all questions that have updated information since the questionnaire was last opened.

Under each question will be a list of items that have changed so you can easily identify what to look for when reviewing.

Service Provider: Assessment

Service Provider - Assessment

After the Assessor completes Pre-Assessment and moves to the **Assessment** phase, you are no longer able to update your answers or upload any documentation.

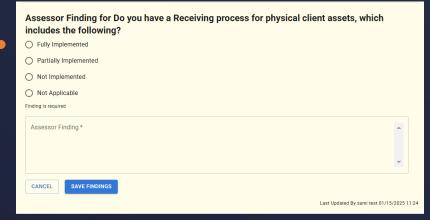
You are able to continue communicating with the Assessor through the Comments function if needed.

After the assessment is completed, any remediation details and files can be added in the remediation plans.

The Assessor will click the Assess Button to open the Assessor Findings Window.

TPN+ TRUSTED PARTNER NETWORK SUBMIT ASSESSMENT TPN Best Practices Questionnaire for Melody Main Street BACK TO COMPANY DETAILS Profile **TPN Best Practices Questionnaire** OP-1.0 Receiving BEST PRACTICE: ## FILTERS Establish and regularly review a Receiving process for physical client assets, to include maintaining a receiving log to be filled out by ... OR-3.4 Contracts & Service Level Agreement Current Best Practice: Receiving 2 Do you have a Receiving process for physical client assets, which includes the following? OR. Organizational Security OD Operational Security 1. Logistics If ALL components are met: choose Fully Implemented and upload relevant evidence If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence 0. Receiving · If you have implemented a Compensating Control, choose C/C for each line and provide additional details. 2. Shipping · For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details. 2. Policies & Procedure For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details. If NONE of the components are met: choose Not Implemented and provide additional details. 3. Asset Management If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details. PS. Physical Security Additional Details (i YES C/C N/I N/A TS. Technical Security Fully Implemented Certifications: End Date: Regular reviews of your process 01/15/2026 Q ISO/IEC 27001: 2013 ☐ ☐ ✓ Maintenance of a receiving log to be filled out by designated personnel upon receipt of Best Practice Question Not Implemented Not Applicable ATTACHMENTS (0) Remediation: Content Owner Priorit ✓ ASSESS Remediation: Complete Ouestion Visible Due to Logic Last Updated By sami test 01/15/2025 11:24

The **Assessor** will select the appropriate response related to the Site or Application being assessed and add **Finding** comments.



Service Provider - Assessment

The Assessor will complete the selections for Best Practice and Additional Recommendations as follows:

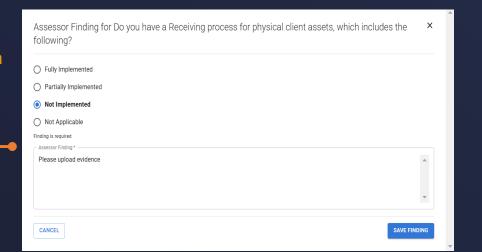
When **Fully Implemented** is selected no additional info is required and the answer will be marked green. Assessor will include findings on how their response was validated and what evidence was observed to validate

When **Partially** or **Not Implemented** is selected, and findings are provided in the comment box the Questionnaire answer will be marked red for Remediation. Compensating controls should also be included in the comment box as applicable

If **Not Applicable** was selected by you and the Assessor disagrees, they will select **Not Implemented,** add comments and the answer will be marked red for Remediation Selections reflect Service Provider Questionnaire answers.

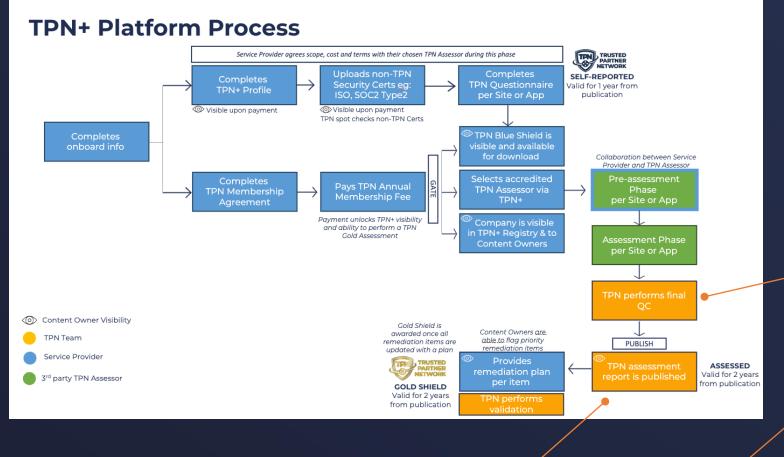
The red screen status shows because of the Assessor's Finding, the item has now been placed in a remediation state.

Œ	② Do you have a formal Business Continuity Plan (BCP) and policy, which include the following?				©		
If If	ALL SOM If F NOI this	dE of you h or ead or ead NE of contr	poner the c nave i ch line ch line the c rol do	ompor mplen e that e that ompor es NO	low apply: the met: choose Fully Implemented and upload relevant evenents are met: choose YES for each line that is implemented a Compensating Control, choose C/C for each line is Not Implemented for this assessment, choose N/I for exist is Not Applicable to this assessment, choose N/A for expents are met: choose Not Implemented and provide ad T APPLY to your Site or Application: choose Not Application:	nted, provide additional details, and upload relevant evidence. e and provide additional details. e ach line and provide additional details. sch line and provide additional details. ditional details. ble and provide additional details.	
Y	ES	C/C	N/I	N/A		Additional Details ①	
1	✓				Fully Implemented		
1	/				Regular reviews of your policy and plan		
- 8	/				Team responsible for developing and maintaining the Business Continuity Plan		
	/				Define threats to critical assets, locations, infrastructure, and business operations (e.g., loss of power or communications, systems failure, natural disasters, pandemics, breach, etc.)		
- 1	V				Include Incident Response as part of the Business Continuity Plan		
(Not Implemented		
[Not Applicable		
						ASSESSORS FINDINGS COMMENTS (0)	MENTS (0)
						✓ R	REMEDIATE
						Last Updated By SAMI ASSESSOR 01.	/13/2025 10:5



The Assessor Findings selection and text for anything **Partially** or **Not Implemented** will show up in the final assessment report.

Service Provider – Completed Assessment



The Assessor submits the completed assessment to TPN for review. If TPN has questions, they will contact you or the Assessor via TPN+ comments for information.

QUESTIONNAIRES -

DOWNLOAD OPTIONS -

Once the assessment has been completed by TPN, the status is changed to **Assessment Complete Pending Remediation**.

Now, the Assessment report can be generated and downloaded, and the Service Provider can add Remediation plans with comments and dates to the remediation items.

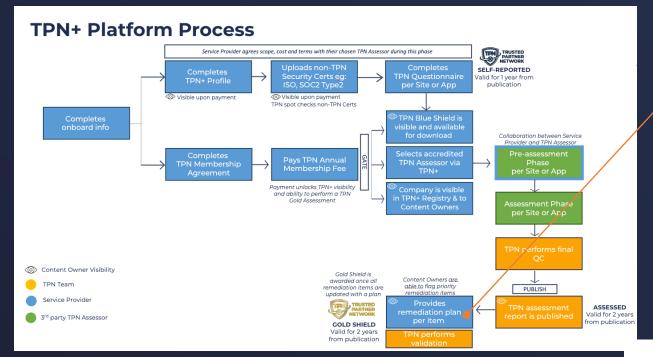
QUESTIONNAIRES

QUESTIONNAIRE OPTIONS

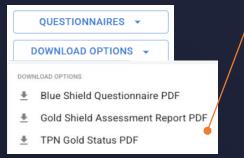
Scoping Baseline

Remediate

Service Provider – Completed Assessment



You can also download and print a PDF document to confirm the completion of your TPN Gold Assessment. It includes the completion and expiration dates, along with the Site address or Application version that was assessed.



After the remediation plans are entered, the **TPN Gold Shield** is awarded to the Site or Application.

In your profile, you are now able to click on the **Gold Shield icon** to download a copy of the Gold Shield for your promotional use.

TPN Assessed on 08/29/2023 by Melody Giambastiani:
Expires 08/29/2025

(i) Blade Localization

Crystal Ave

If you hover over the Gold Shield, you can see the expiration date (two years after completion).

PARTNER
NETWORK

TPN Gold Shield Status

Sample TPN Ltd.
Sample TPN Media Hub
123 Innovation Lane, Suite 400
Tech Valley, CA 90210
USA
Completed Date:
Aug 12, 2024
Expiration Date:
Aug 12, 2026

TDaries
Terri Davies
President

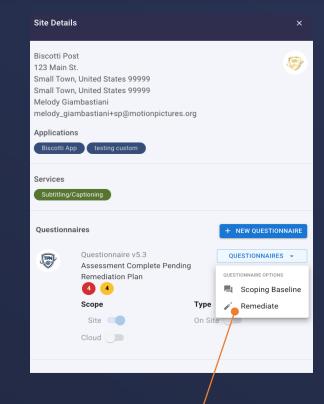
TRUSTED

The TPN Gold Shield recognizes your commitment to security preparedness. It is not an approval or pass/fail status.

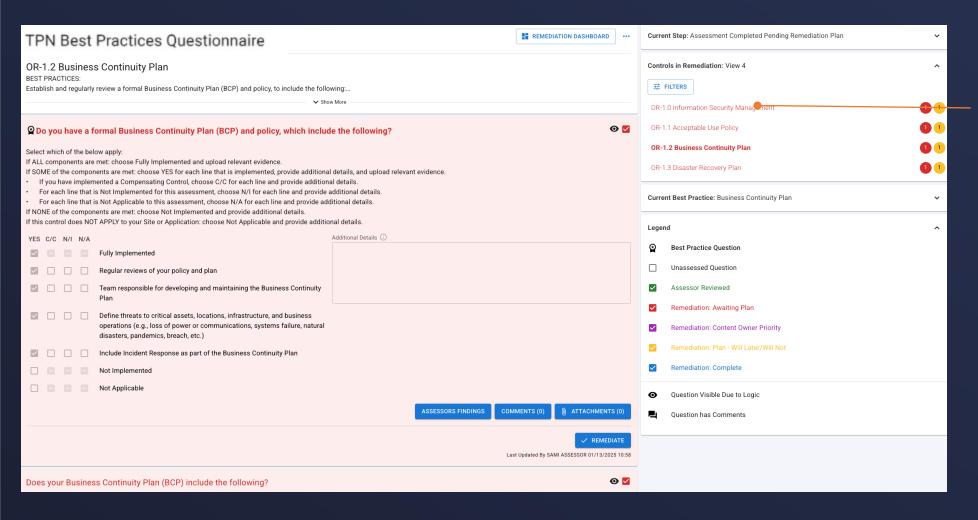
Service Provider: Remediation Management

TPN Service Provider Profile								
TRUSTED PARTNER NETWORK TPN Service Provider		Address: 1234 Service Provider Way Los Angeles, CA 99999 +1 (555) 555-5555 SPTest.com Annual Gross Revenue: \$200M+ Employee Count: 21 or more employees		Billing Address: TPN Service Provider 1224 Service Provider Way Los Angeles, CA 99999 US +1 (555) 555-5555		Primary Contact: Billing Customer ID: TPP00125 Billing PO Number: 123456 VAT Number: 55555		
∨ Sites (8)								
Shield	Name		Applications		Services	Status	Actions	
E S	① Baseline Spaceline		-		Translation	Assessment Assigned	QUESTIONNAIRES DOWNLOAD OPTIONS	
	① Biscotti Dubbing		Not Implement		Dubbing	Assessment In Progress	QUESTIONNAIRES > VIEW AND COMMENT DOWNLOAD OPTIONS >	
	① Biscotti Post		Biscotti App (testing custom)		Subtilling/Capt	Assessment Complete Pending Remediation 62 65	QUESTIONNAIRES QUESTIONNAIRE OPTIONS Scoping Baseline Remediate	

In your TPN+ Profile, these symbols indicate the **number** of remediation items that need your attention. **Red** represents **Best Practice** items and **Yellow** represents **Additional Recommendations** items that are unresolved.



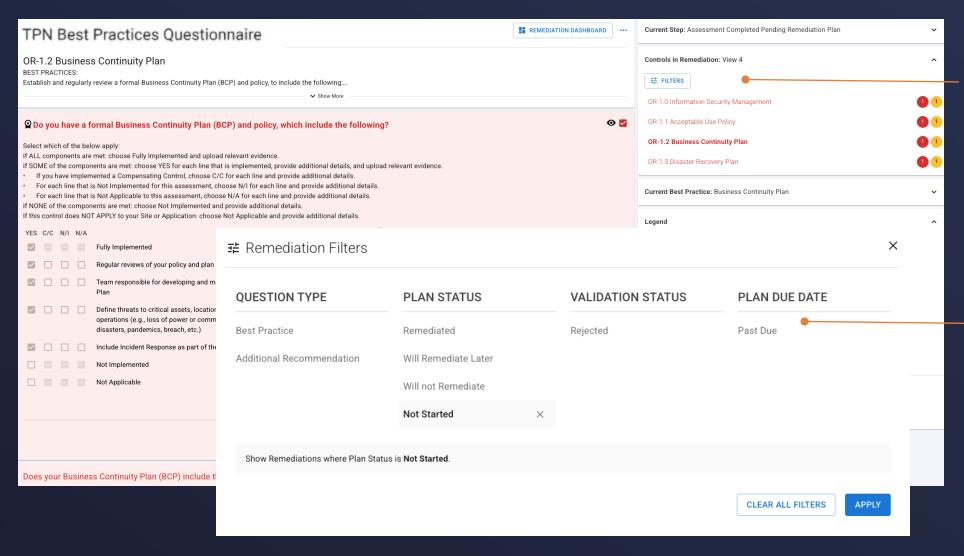
Click **REMEDIATE** from the **Questionnaires** dropdown in the profile row or the side panel to address remediation items. Once all remediation plans have been entered, this dropdown option will revert to the Best Practices Questionnaire.



Using this navigation bar gives a quick reference to all the items that are marked for remediation.

Items marked as a priority from Content Owners will be denoted by the purple color.

Only items marked as
"remediated" are closed and
removed from the sidebar.
This change allows Service
Providers who plan to
remediate later or have
selected "will not remediate"
to view their items as needed
- and allows Content Owners
to see what isn't implemented
(for their independent riskbased decisions). This does
not prevent the Service
Provider from obtaining the
Gold Shield.

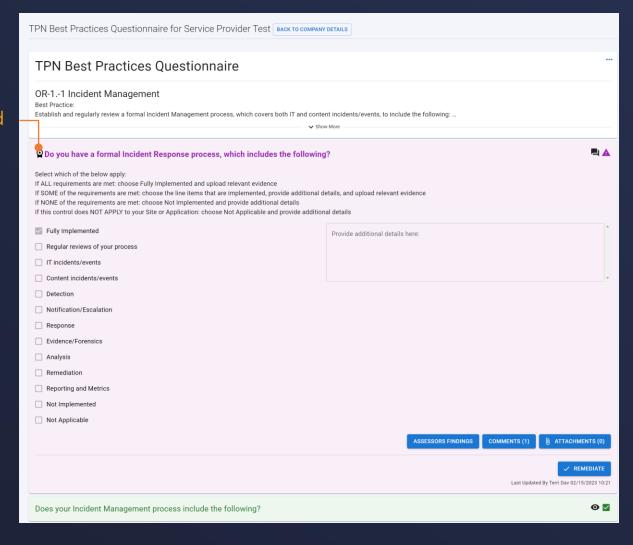


Clicking the Filter button will open filtering options to select regarding question type, plan status, validation status and/or plan due date.

For example, clicking Not Started will show where you still need to add a remediation plan.

Content Owners can mark remediation findings as a priority.

When they are denoted as a priority, those remediation questions turn purple to be easily identified



TPN Best Practices Questionnaire OR-1.-1 Risk Management Program Establish a formal, documented security Risk Management Program, to include the following:.. 2 Do you have a formal, documented security Risk Management Program, which includes the following? Does your security Risk Management program include the following? Clicking **Assessor Findings** Select which of the below apply: If ALL requirements are met: choose Fully Implemented and upload relevant evidence brings up a window If SOME of the requirements are met: choose the line items that are implemented, provide additional details, and upload relevant evidence If NONE of the requirements are met: choose Not Implemented and provide additional details If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details displaying the findings and Fully Implemented Provide additional details here: the Assessor's related Clearly defined scope for the security risk assessment and modified as necessary comments. A systematic approach that uses likelihood of risk occurrence, impact to business objectives/content protection, and asset classification for assigning priority (e.g. Business Impact Assessment (BIA)) Risks identification ties into the Business Continuity (BCP) and Disaster Recovery (DR) Plans Assessor Finding for Do you have a formal Business Continuity Plan (BCP) and policy, wh Inclusion of risks to cloud infrastructure Regular meetings with management and key stakeholders to identify and document risks Fully Implemented A formal exception policy Partially Implemented Maintained documentation of a Threat Modeling and Analysis process Not Implemented Documentation of risks associated with WFH/remote access regarding content workflow Leveraged NISTIR 8286, FAIR frameworks, or ISO 3100:2018 Not Applicable Not Implemented Finding is required ■ Not Applicable - Assessor Finding * Not implemented ATTACHMENTS (0) ASSESSORS FINDINGS COMMENTS (0)

TPN Best Practices Questionnaire for Service Provider Test BACK TO COMPANY DETAILS

When ready to respond to a remediation, click this button.

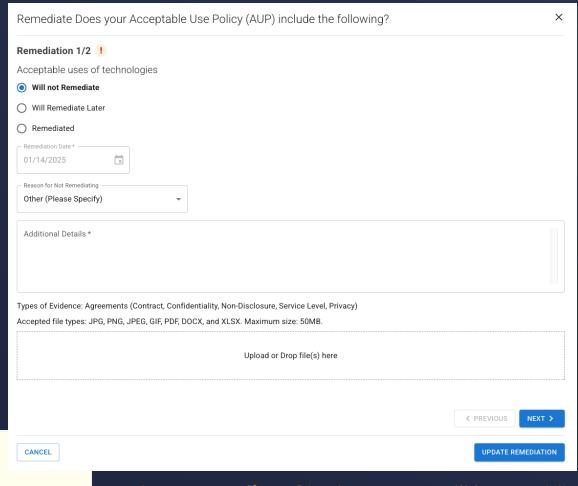
For each component of a control, you are required to provide an update using one of the three selections on this screen.

Will not Remediate requires comments to be added.

Will Remediate Later requires a target date by which the finding will be remediated, and comments outlining the plan.

When either of these options are chosen, the question will turn **yellow** to indicate that the Remediation plan for this item is complete.

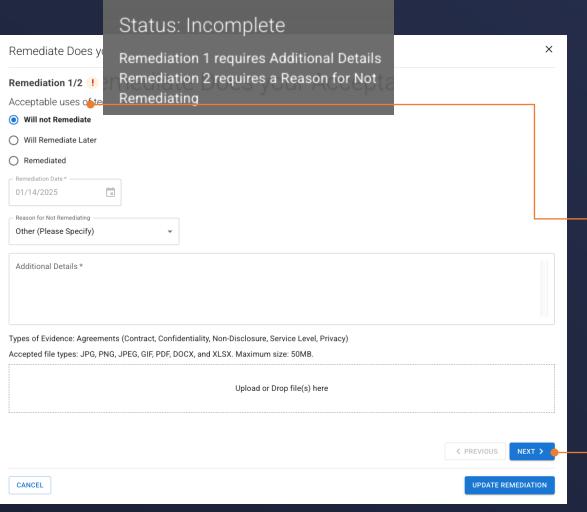
	CANCEL	
If SOME of the requirements are met: choose a ruly implemented and upposol relevant evidence If SOME of the requirements are met: choose Not Implemented and provide additional details If NoNE of the requirements are met: choose Not Implemented and provide additional details If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.		
Fully Implemented	1	
Overseen by leadership of your organization		
Regular reviews of your ISMS		
Reviews upon key changes		¥
Control Framework		
Governance, Risk, and Compliance (GRC)		
☐ Not Implemented		
Not Applicable		
	ASSESSORS FINDINGS COMMENTS (1) 0 ATTACHMENTS (0)
	Last Update	✓ UPDATE REMEDIATION ad By TPN Admin 53 02/04/2023 13:18



When **Remediated** is chosen you will be provided areas for more information to be added.

We recommend that you use TPN+ to share evidence of remediation.

Please use the comment box to describe the intended plan to remediate, or the actual action taken.



Please note that following the assessment completion date, you are strongly encouraged to either remediate or provide a remediation plan within 3 business days.

Gold Shields will NOT be awarded unless a remediation plan has been completed for the site or application being assessed.

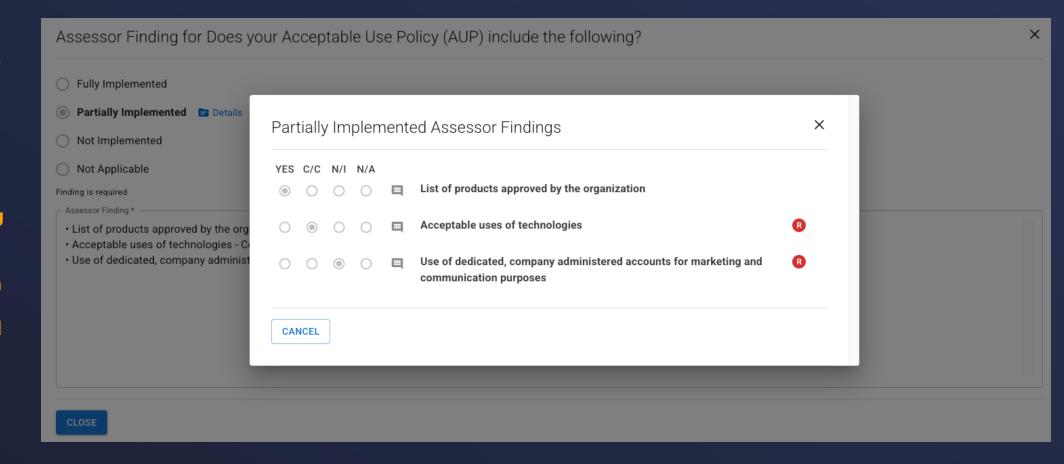
To see what actions are needed to complete this screen, hover over the exclamation mark icon.

The remediation plans will not be considered complete until each component has the required plan information entered.

Click the Next or Previous buttons to navigate through the components that require remediation plans. Click Update Remediation at any time to save your selections.

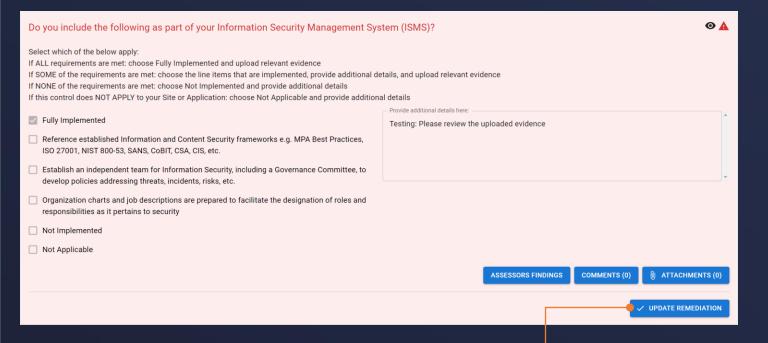
If the Assessor selected **Partially Implemented**, you can click the Details button to open a pop-up for their selections per component.

Any components with **Compensating Controls** or **Not Implemented**require remediation plans, which is indicated by the red **R** bubble.



87

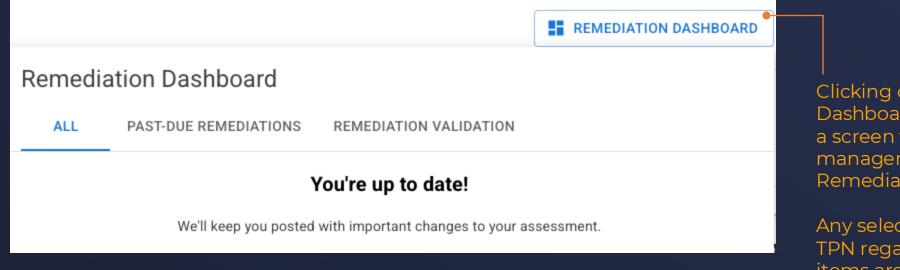
Remediation Management



When choosing **Will Remediate Later**, the remediation stays
marked as red as it has not been
completed. The button changes to **Update Remediation**.

Remediate Do you include the following as part of your Information Security Management System (ISMS)?	×
Will not Remediate	
Will Remediate Later	
Remediation Date 02/11/2023 Remediation Comment	
Waiting on system to update	A
CANCEL UPDATE REMEDIATION	N

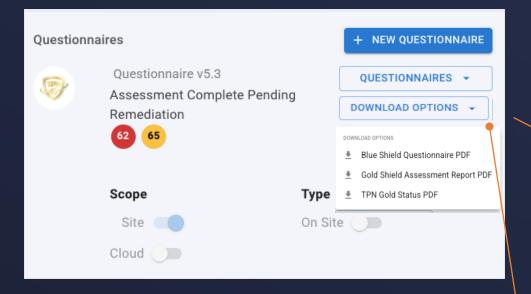
Remediation Management – TPN Validation



Clicking on the Remediation
Dashboard button will take you to
a screen for remediation
management including
Remediation Validation.

Any selections and comments by TPN regarding your remediated items are shown in the Remediation Validation tab.

Service Provider: Generating a Report



Once the assessment has been completed, you can click the **Download Options** button in the profile row or the side panel to create the **TPN Assessment report**. It is provided as a visually watermarked PDF containing the username/email and date of the download.



GOLD CONTENT SECURITY ASSESSMENT

TPN Service Provider Demo Profile
Washington DC Office
1600 I St NW
Washington, District of Columbia 20006
United States

Primary Contact Information

Jim Davis terri_davies+sp@motionpictures.org

Assessment Date: 2023-12-20 Report Generated: 2024-02-06 Expiration Date: 2025-12-20 TPN Assessor: Vince Fusco

TPN Best Practices Questionnaire v5.2

TPN+ Sample Generated Report Examples

Overview

Assessment Scope: Site Assessment Type: On Site Related Facility: UAT 2.6.24 Services: Dubbing

Number of Employees: 21 to 50 employees Owned Applications: Biscotti App

Baseline Summary

Site and Assessment Information:

Andrew Audio is located in aa and currently has 1 person only with no other employees supporting the main site being assessed. The following services are in scope for this assessment: Mixing, Audio Mixing, Music Composition, Sound Effects / Design.

Organizational and Employee Information:

At the time of this assessment, Andrew Audio does not support Work From Home or Remote Workers. Andrew Audio does not support a Bring Your Own Device policy. Andrew Audio currently does support Third-Party Service Providers.

Content Assets and Workflow Information:

At the time of this assessment, Andrew Audio handles the following types of content: Does not handle content with the following Workflow Timeframes: Does not handle content. Andrew Audio Does not handle physical content assets.

Environments and Facility Information:

At the time of this assessment, Andrew Audio provides services in the following environments: Cloud and does not utilize an owned & operated Data-Center or Co-location facility

Additional Services Provided:

At the time of this assessment, Andrew Audio does not provide replication services. Andrew Audio does not develop software in-house.

Assessment Dashboard										
2	Best Practice					Additional Recommendation			Legend	
Security Domains	FI	PI	NI	NA		FI	PI	NI	NA	
Organizational Security	0	0	0	10		0	0	0	0	FI: Fully Implemented
Operational Security	0	0	0	1		0	0	0	0	PI: Partially Implemented
Physical Security	0	0	0	2		0	0	0	1	NI: Not Implemented
Technical Security	0	0	1	34		0	0	0	1	NA: Not Applicable
Totals	0	0	1	47		0	0	0	2	S

TPN Gold Assessment: Melody Service Provider August 29 2023

OR: Organizational Security - Policies & Procedures 1.0 Information Security Management System

Best Practices

Establish, regularly review, and update upon key changes, an Information Security Management System (ISMS) or Information Security Manual (ISM), which is approved by leadership of the organization to include the following:

- · Control framework
- · Governance, Risk, and Compliance (GRC)

Additional Recommendations:

- Reference established Information and Content Security frameworks (e.g., MPA Best Practices, ISO 27001, NIST 800-53, SANS, CoBIT, CSA, CIS, etc.)
- Establish an independent team for Information Security, including a Governance Committee, to develop policies addressing threats, incidents, risks, etc.
- Prepare organization charts and job descriptions to facilitate the designation of roles and responsibilities as it pertains to security

Additional Recommendations

Do you include the following as part of your Information Security Management System (ISMS) or Information Security Manual (ISM)?

Select which of the below apply:

If ALL requirements are met: choose Fully Implemented and upload relevant evidence If SOME of the requirements are met: choose the line items that are implemented, provide additional details, and upload relevant evidence

If NONE of the requirements are met: choose Not Implemented and provide additional details If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details

- x Fully Implemented
- V Reference established Information and Content Security frameworks (e.g., MPA Best Practices, ISO 27001, NIST 800-53, SANS, CoBIT, CSA, CIS, etc.)
- Establish an independent team for Information Security, including a Governance Committee, to develop policies addressing threats, incidents, risks, etc.
- x Organization charts and job descriptions are prepared to facilitate the designation of roles and responsibilities as it pertains to security
- x Not Implemented
- x Not Applicable

Service Provider Comment: Working to incorporate org charts into this process

Partially Implemented

Assessor Finding:

Agreed, org charts will need to be implemented.

Per the ISMS process documentation provided during the assessment, the other controls meet MPA Best Practices.

3 of 22

Implementation Guidance

Do your Background Screening policy and process include the following?

Select which of the below apply:

If ALL requirements are met: choose Fully Implemented and upload relevant evidence
If SOME of the requirements are met: choose the line items that are implemented, provide
additional details, and upload relevant evidence

If NONE of the requirements are met: choose Not Implemented and provide additional details If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details

- x Fully Implemented
- x Applied to freelancers and temporary workers
- x Use of an accredited background screening company
- √ Not Implemented
- x Not Applicable

Not Implemented

Assessor Finding:

Background Screening Policy at includes -

1.As informed by HR Head, as on date of Assessment there are no freelancers and temporary workers associated with for content related processes.

2.As understood, does not utilise services of a third-party background screening company. Background checks are performed internally by HR Team Lead by contacting the reference and immediate previous employer.

Service Provider Remediation Plan:

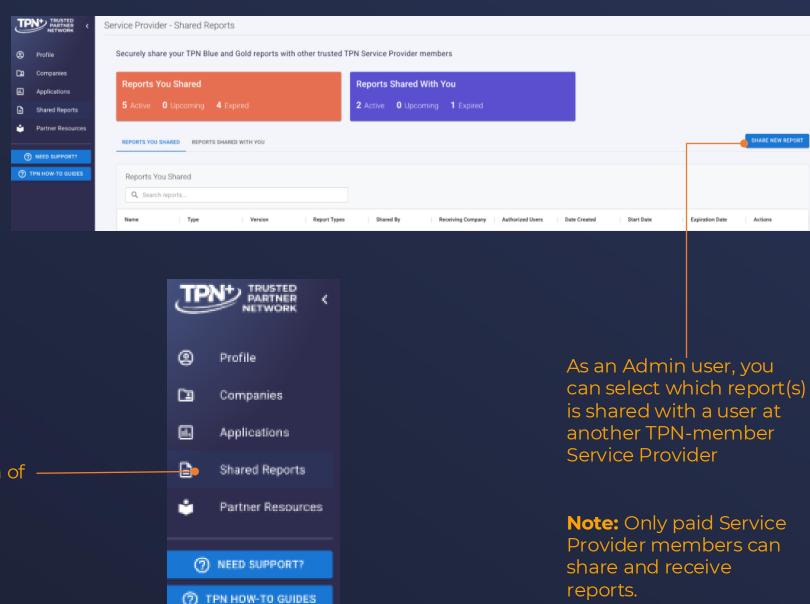
- Remediation Plan: Will not Remediate
- Remediation Comment: does not have any freelancers and temporary workers for content related processes. Hence, control related to freelancers and temporary workers is not applicable to .

Management has accepted the risk associated with not availing of the services of a thirdparty background screening company. Background checks are performed internally by HR Team Lead.

Report Sharing

Service Provider – Shared Reports

The Super Service Provider (SSP) function allows you to securely share your TPN Questionnaire reports and TPN Assessment reports with other trusted Service Provider TPN members via TPN+.



Access this functionality in the Shared Reports section of your TPN+ profile

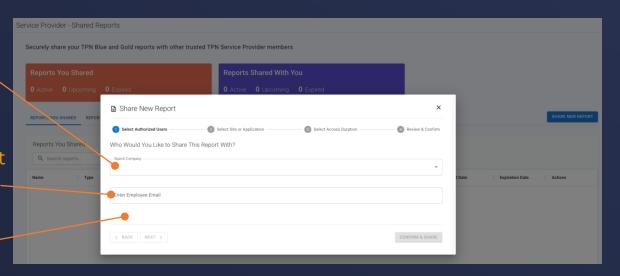
Shared Reports - How to Share a Report

After clicking "Share New Report" type in the full Company Name that you would like to share the report with, and select it from the dropdown

Next type in the full User Email from that company, that you would like to share the report with. They must be a paid member user in TPN+.

After each email is entered click "Add User"

added, click "Next"



Share New Report

Select Authorized Users

Select Site or Application

Select Access Duration

Review & Confirm

Which Site/Application and Report Are You Sharing?

Type
Site

Select Site

Blade Localization

Questionnaire Version

Questionnaire v5.2

Assessment Report

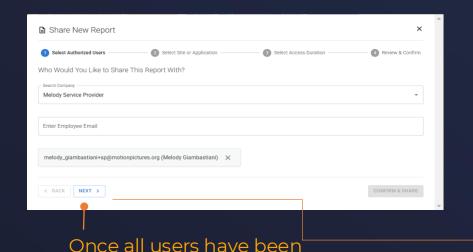
< BACK NEXT >

Select the Report Type in the dropdown: Site or Application

Select the Site or App Name in the dropdown

Select the TPN Questionnaire Version in the dropdown

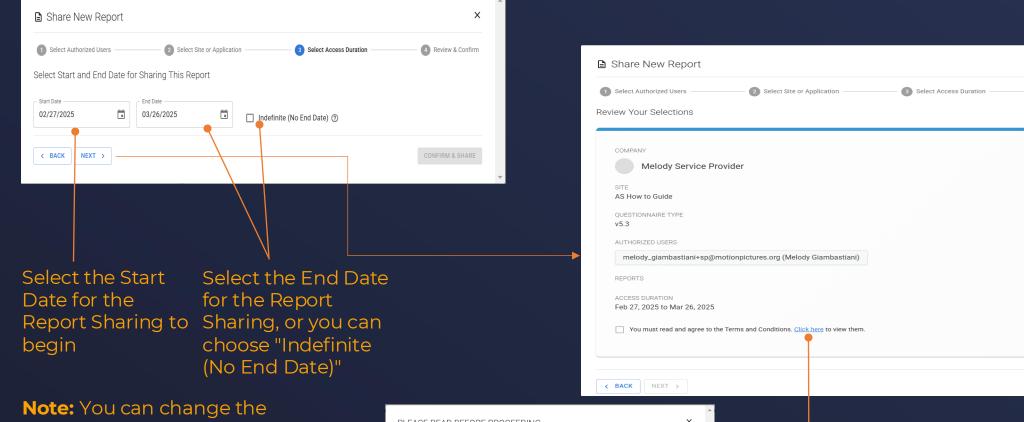
Select which Report you would like to share: Blue Questionnaire, Gold Assessment, or both



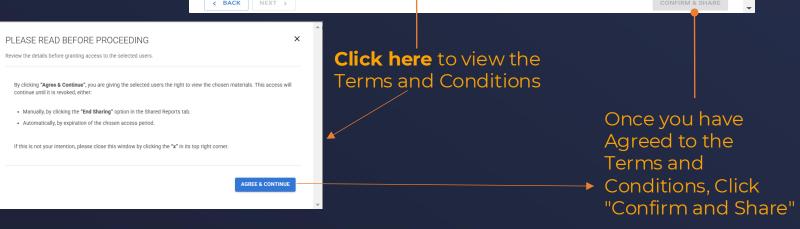
×

Review & Confirm

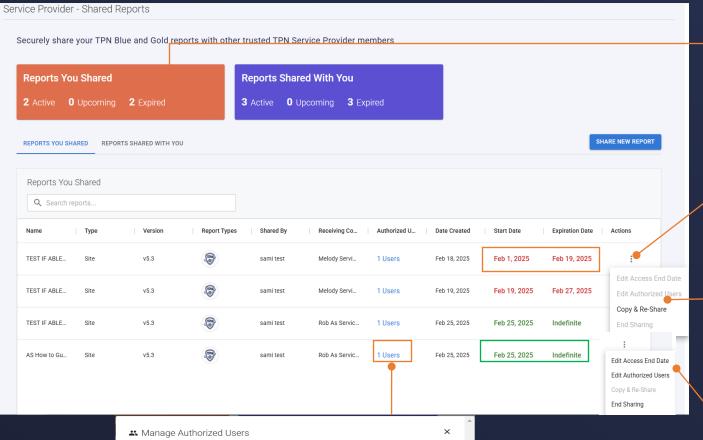
Shared Reports - How to Share a Report



Note: You can change the access End Date or End Sharing at any time through the "Actions" section in your Dashboard (see next slide)



Shared Reports - Report Dashboard - Reports You Shared



Add or remove users who have access to this report

Melody Service Provider

melody_giambastiani+sp@motionpictures.org

AUTHORIZED USERS

Melody Giambastiani

ADD NEW AUTHORIZED USER

Enter Employee Email

 Here you can see an overview of the total active, upcoming, and expired Reports you have shared, and reports shared with you

Clicking on the 3 dots under Actions will show available options depending on if the Shared Report is expired or active

For an **Expired** Report, you can "Copy & Re-Share" if you would like to re-share the same report. This function will copy the details into a new request which you can edit before sharing

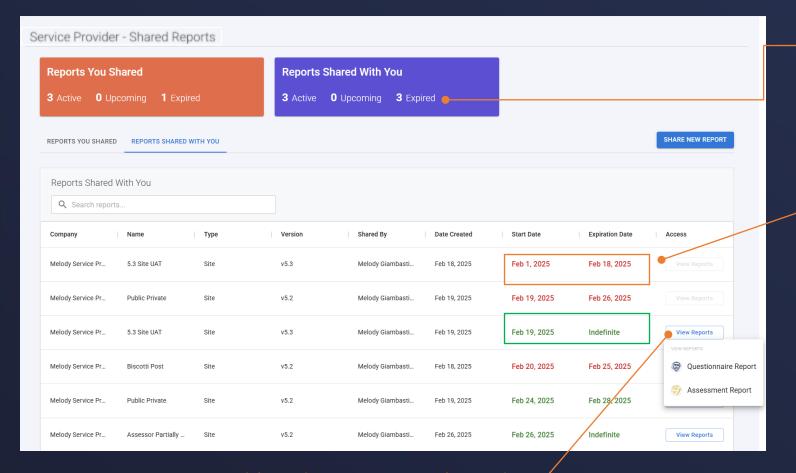
For an **Active** Report, you can "Edit Access End Date", "Edit Authorized Users", or "End Sharing" which will terminate the access immediately

Managing Users

Clicking on the Users, a pop-up will appear where you can:

Delete users by clicking the trash icon **Add users** by typing in their full email

Shared Reports - Report Dashboard - Reports Shared With You

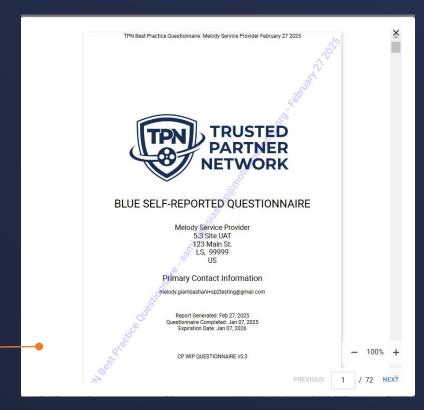


Reports with active access are shown in green. To access the Report, click "View Reports", you can then select from the drop-down which report to view.

The report will appear in a view-only window watermarked to you and cannot be downloaded.

If reports were shared with you, you will see them here in Reports Shared With You

In the list, reports with expired access are shown in red and are no longer accessible



Change Log

TPN+ v1.1.0 Updates 07/13/2023:

- Process maps updated
- Important note regarding Microsoft Authenticator
- User management now includes Consultant toggle option
- Updated App Flow
- Tip about adding details in Questionnaire
- Tip about Not Applicable selection

TPN+ v1.1.0 Updates 08/30/2023:

- Instances of "Implementation Guidance" updated to "Additional Recommendations"
- Note regarding Users receiving notifications
- Note regarding Legal Contact changes
- Note regarding associating Documents to Sites/Services/Applications
- Note regarding making evidence files public to Content Owner or private
- Note regarding Assessment Company search

Change Log (continued)

TPN+ v1.1.1 Updates 02/06/2024:

- Gold Shield awarded after remediation plans entered
- Note about changing Legal Contact
- +New Questionnaire button, Multi-Questionnaire, Side Panel
- Note regarding "For Review" items
- Best Practice and Additional Recommendations definitions
- Additional details
- New badge hover function
- Note about bundle assessments
- Viewing assessment details in side panel

Change Log (continued)

TPN+ v1.1.2 Updates 06/07/2024:

- Updated signup images
- Removing users
- Resetting users
- Logout clock explanation
- Note regarding evidence marked "public"
- Download TPN Best Practices Questionnaire answers
- Assessment request updates
- Note regarding updates for remediation items
- Remediated items still listed for visibility
- Assessment report sample with remediation plan

TPN+ v1.1.3 Updates 08/20/2024:

- Important intro
- Password management
- Company profile screens
- Scoping Baseline questionnaire access
- Assessor screens (new Assessor Summary)

Change Log (continued)

TPN+ v1.1.4 Updates 09/05/2024:

- Questionnaire screen
- Completed assessment info

TPN+ v1.1.5 Updates 01/23/2025:

- Users that receive notifications
- Assessment acceptance before Blue expires
- Reassign button
- Updated questionnaire screens
- Updated remediation screens

TPN+ v1.1.6 Updates 01/30/2025:

- Added Partner Resource Center
- Updated Download Options dropdown

TPN+ v1.1.7 Updates 03/03/2025:

- Slide 4: Updated process map
- Slide 88: Added Report Sharing







MOTION PICTURE ASSOCIATION

Building a Secure Future for Content Partners

