



CYBER
SECURITY

KHIPU Networks

Mimecast Secure Email Gateway

G-Cloud 15 Service Definition Document



Crown
Commercial
Service

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By Royal Appointment to
His Majesty The King
Cyber Security Provider
KHIPU Networks Limited
Hampshire

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KHIPU Networks is a fully certified company to the following quality standards:

- ISO9001 Quality Management
- ISO27001 Security Management
- ISO14001 Environmental Management
- ISO45001 Occupational Health and Safety Standard
- Cyber Essentials Plus

KHIPU Networks supports the National Apprenticeship Scheme and employs and develops apprentices within all sectors of the company.

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What is the Service?

Service Name

Mimecast Secure Email Gateway

Service Description

Mimecast's Secure Email Gateway portfolio enables organisations to protect employees, intellectual property, customer data, and brand reputation with comprehensive cloud-based security and compliance solutions that reduce risk and simplify cyber resilience.

Service Categories

Applications

Collaborative

Email

- Email

Service Features

- Multi-layered AV and spam protection
- Email attachment scanning to control sensitive information
- Highly secure cloud-based perpetual email archive
- Automatic recovery of emails from deletion
- Sandboxing, static file analysis and safe file conversion
- URL rewriting, with on-click webpage analysis
- Customisable DLP

Service Benefits

- Comprehensive email security
- Highly secure cloud-based perpetual email archive
- Efficient management through an integrated console
- Simple, per-user, subscription model
- Advanced Threat Intelligence
- Data Loss Prevention to secure information across all email channels.

Service Scope

Cloud Deployment Model

Public cloud

Constraints

Base package supports inbound, outbound email flow. Internal email flow is included at additional cost. Data retention in Mimecast Archive for up to 99 years is included at additional cost. Advanced AI with CyberGraph is included at additional cost. Awareness Training is included at additional cost.

System Requirements

- An existing email messaging platform
- Either On Premise Exchange, Office 365, Google Apps
- Other Enterprise SMTP-based email system.

Reselling

Supplier Type

I'm a reseller providing extra support

Organisation whose services are being resold

Mimecast

Compliance and Certifications

Certifications

KHIPU can confirm that we are Cyber Essentials Plus certified.

KHIPU adhere to ISO policies and procedures. We are certified to:

- ISO9001 (Quality Management)
- ISO27001 (Information Security Management)
- ISO14001 (Environmental Management)
- ISO45001 (Occupational health and safety)

Any potential breach or risk of security or process is highlighted to senior management including the board of directors immediately.

We comply fully with UK GDPR and the Data Protection Act 2018. All personal data is processed lawfully, fairly, and transparently, with appropriate technical and organisational measures in place to ensure confidentiality, integrity, and availability. Data is stored and processed within secure environments that meet ISO27001 standards, and encryption is applied to data at rest and in transit. We maintain strict access controls, role-based permissions, and multi-factor authentication to prevent unauthorised access. Our processes include regular security audits, penetration testing, and adherence to NCSC guidance. We support data subject rights, including access, rectification, and erasure, and provide clear procedures for handling data breaches, notifying customers within agreed timelines.

We are committed to achieving Net Zero by 2050 in line with UK Government policy and PPN 06/21. Our Carbon Reduction Plan (CRP) is published on our website and includes:

- Remote service delivery and reduced travel.
- Energy-efficient equipment.
- Collaboration through initiatives like Techies Go Green.
- Regular ISO 14001 audits for environmental sustainability

Social Value

KHIPU fully comply with the Public Services (Social Value) Act 2012 and the CCS Social Value Model. Our commitments include:

- Creating employment and apprenticeship opportunities, particularly for underrepresented groups.
- Supporting skills development and in-work progression through training and mentoring.
- Promoting equality, diversity, and inclusion in recruitment and supply chains.
- Delivering environmental benefits by reducing carbon emissions and supporting clean energy initiatives.
- Engaging with local communities and stakeholders to co-design and deliver social value outcomes. We have governance processes in place, including a nominated CCS Social Value Contact, to ensure delivery and reporting of social value commitments throughout the contract lifecycle.

Operational Details

User Support

Traditional Services

As with all of our supplied and installed solutions, our Technical Assistance Centre (TAC) is available to provide maintenance, support and managed services with a number of different levels (SLA's) to our customers. The following is available within our support, maintenance and managed service options:

- Network Operations Centre (NOC): Monday to Friday, 24x7x365(6) and bespoke days / hours of cover.
- Security Operations Centre (SOC): Monday to Friday, 24x7x365(6) and bespoke days / hours of cover.
- Pro-active monitoring, alerting and support "KARMA™".
- Telephone, email, SMS and remote access support.
- Next Business Day, 4-hour hardware replacement (with / without engineer) options.
- Flexible tailored managed services "adds, moves and changes" of a customer's environment (OPEX, CAPEX and flexible models).
- Configuration management and change control.
- Updates, upgrades and software releases (major and minor).
- Quarterly health checks and preventative maintenance.
- Professional services / Support Tokens such as for onsite and offsite (remote) configuration, changes and upgrades, assistance to cover staff shortages, an "extra pair of hands" etc.
- Annual or Multi-year 'Pre-paid' Service packages.

Using our unified communications platform, our 24x7x365(6) manned NOC and SOC, our TAC provides a single point of contact for the following

- Reporting issues and faults.
- Technical queries and general requests for information.
- Progress updates on KHIPU TAC calls.
- Remote problem investigation e.g. remote support.
- Upgrades / Software Releases (major and minor).
- Advanced hardware replacement
- Escalating issues to the Escalations Manager.

After Sales Account Management

Account management is one of our key strengths when working in partnership with our customers, to support the commercial and technical aspects within the service delivery team. For all projects, we allocate the following senior account management team to the customer:

- **Chief Commercial Officer**; responsible for future strategies and overall relationship between KHIPU and the customer
- **Account Manager**; responsible for day to day queries, general updates, generate quotes, organising account management and service review meetings, providing product updates, invitations to events, new features, new solutions and offerings
- **Chief Information Officer**; Similar to the Chief Commercial Officer's role but from a technical perspective
- **Technical Account Manager**; responsible for the day-to-day relationship from a technical perspective.

We also provide effective account management through:

- Regular email and phone calls
- Quarterly onsite account management meetings

As part of our extensive after sales support, regular service review meetings are held with our customers. These are extremely important in the on-going successful management of our deployed solutions, maintenance, support and managed services. We believe this is the best mechanism to review all commercial aspects of the relationship including charges throughout the lifetime of the maintenance contract, based upon experience of product reliability and service performance.

More in-depth information regarding our account management process and our service review agenda is available upon request.

Email or Ticketing Support

KHIPU delivers support packages with associated SLAs. The response time SLA is linked to the priority of the incident. Response times can vary from 30 minutes (Priority 1) to 4 hours (Priority 4), depending upon the severity of the support call logged. We can also offer bespoke support packages that allow the initial response time to be tailored to the environment if required. The initial response time does not differ based upon the time of day nor day of the week.

Phone Support

Yes, phone support is available 24x7.

Web chat Support?

No

Onsite Support

Onsite support is available but at an extra cost.

Support Levels

KHIPU's ethos is to provide outstanding technical and after sales support, both during and after a project implementation. To evidence this, we have a number of exceptional customer references should customers wish to speak with them. For all supplied solutions we provide maintenance and support services, with all of the proposed equipment being supported and maintained by KHIPU to the required level based upon the customers' cover. The following is included within our available support/maintenance services:

- Maintain Services: Break-fix support with 1st, 2nd and 3rd line troubleshooting for all KHIPU delivered solutions. KHIPU holds top-level certifications and works directly with manufacturers as required.
- Monitor Services: Proactive monitoring, alerting and analysis.
- Fully Managed Service: Complete responsibility for device management.
- Co-Managed Service: Shared responsibility for device management.
- SOC Service: Comprehensive detection and response to protect critical infrastructure from cyber threats.

All services are available 24x7x365 or during business hours (08:00–18:00) and include support via telephone, email, secure portal and remote access.

KHIPU would also assign a Technical Account Manager to every customer, who would be responsible for ensuring that SLA's are met in the event that customers call upon the agreed support service.

Support Available to Third Parties?

Yes

Asset Protection

Knowledge of data storage and processing locations

Yes

Data storage and processing locations

- United Kingdom

User control over data storage and processing locations

Yes

Penetration testing frequency

At least every 6 months

Data sanitisation process

Yes

Data sanitisation type

Explicit overwriting of storage before reallocation / Secure Erase

Security and Compliance

Staff Security Clearance

Staff screening performed which conforms to BS7858:2019

Government Security Clearance: Up to Security Clearance (SC)

KHIPU adhere to ISO policies and procedures. We are certified to ISO9001 (Quality Management), ISO27001 (Information Security Management), ISO14001 (Environmental Management) and ISO45001 (Occupational health and safety). Any potential breach or risk of security or process is highlighted to senior management including the board of directors immediately.

Cyber Essentials

KHIPU can confirm that we are Cyber Essentials Plus certified.

Exit Planning

End-of-contract data extraction

KHIPU End-of-Contract Data Handover Checklist:

When a contract ends, KHIPU ensures a secure and compliant process for returning customer data if requested:

1. **Data Identification** Confirm all customer-owned data, including logs, reports, configurations, and backups, across systems covered by the agreement.
2. **Data Extraction** Prepare data in the agreed format (e.g., encrypted files, CSV, PDF) and verify completeness and integrity before transfer.
3. **Secure Transfer** Use encrypted channels such as secure portals or physical media. Apply encryption for data at rest and in transit, and confirm authorised recipient access with multi-factor authentication.
4. **Customer Confirmation** Obtain written confirmation that the data has been received and validated for integrity and usability.
5. **Data Destruction** Remove all residual copies from KHIPU systems and confirm deletion within the agreed timeframe.
6. **Compliance** Ensure all steps comply with GDPR and Data Protection Laws. The process is documented for audit purposes.

This structured approach guarantees security, transparency, and legal compliance during the data handover process.

End-of-contract process

At the end of the contract, if the organisation chooses not to renew and continue with the service, all data pertaining to the organisation is deleted. If the organisation chooses to renew then the service continues as normal. 90-days prior to the contract expiration date an initial reminder email is sent, followed up by gradually increasing reminders until the date of expiration. Included in the Price Data extraction and secure transfer in standard agreed formats. Customer confirmation and validation process. Secure deletion of residual data. Compliance with GDPR and legal requirements. Additional Costs Bespoke data formats or media (e.g., physical drives, custom encryption). Accelerated timelines for data handover or destruction. Extended storage beyond the agreed retention period. Consultancy or technical support for data migration to third-party systems.

Change Management

Configuration and change management standard

Supplier-defined controls

Configuration and change management approach

All service configuration changes follow an ITIL-based Change Control Process. Requests must be logged via the KHIPU Support desk and submitted by authorised personnel only. Each change is assessed for technical suitability, security risks, and service impact. Findings are clearly communicated to the customer, who makes the final decision to proceed, including consideration of any commercial implications. This process ensures a full audit trail and that all aspects of the change are reviewed before implementation.

Vulnerability management type

Supplier-defined controls

Vulnerability management approach

KHIPU uses continuous scanning tools like Tenable Nessus and Qualys to identify vulnerabilities across servers, applications, and networks. Findings are assessed using CVSSv3 and prioritised from Low to Critical. Asset and service owners remediate issues with critical/high vulnerabilities within 14 days of discovery. The process includes identification, classification, remediation, and verification, with reports provided within five business days post-remediation. Threat intelligence is sourced from vendor advisories, industry platforms, and external feeds, ensuring timely updates and compliance with ISO27001 and Cyber Essentials Plus. This proactive, risk-based approach enables rapid response and strong security across all services.

Protective monitoring type

Supplier-defined controls

Protective monitoring approach

KHIPU provides 24x7x365 protective monitoring via its Security and Network Operations Centre using Cyber Managed Detection and Response (CMDR). Servers, firewalls, and critical assets are continuously monitored for abnormal behaviour, trend anomalies, and suspicious logs. Potential compromises trigger real-time alerts, followed by immediate triage, severity validation, and escalation to technical teams. Customers are informed through agreed channels. Response times meet strict SLAs: critical within one hour, high within two, and medium/low within four. This proactive approach, combining automated monitoring, early indicators, and structured escalation, ensures rapid detection and resolution while maintaining compliance and service integrity.

Incident management type

Supplier-defined controls

Incident management approach

KHIPU's approach to incident management is ITIL-aligned and prioritises rapid resolution. Customers log incidents via telephone, email or support portal with required details. Cases are categorised by priority in agreement with the customer: P1 – Urgent: Critical outages or major incidents requiring immediate attention P2 – High: Significant issues affecting functionality, not completely halting operations. P3 – Medium: Moderate impact, e.g. warnings or non-critical alerts. P4 – Low: Minor issues, or informational requests with negligible operational impact. Service-affecting incidents are escalated to 2nd/3rd line teams and account/technical managers. Escalation procedures and SLAs are provided during onboarding, ensuring transparency and accountability.

Version History

Version	Date	Change
1.1	30 th January 2026	Approved release

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