

HANDLING OF SENSITIVE INFORMATION (SNC) ISSUED BY EFSA

These instructions apply to all documents or information that are sensitive non-classified (SNC), as defined by the EFSA Information Management Policy, and marked as SENSITIVE. SNC information must not be published and must be restricted to the audience defined by the originator.

The following are the minimum required protection measures. Additional measures may be applied as defined for a specific topic or communication and IT tools. For more information, please refer to the EFSA Information Security Manual (EFSA Only).

These handling instructions apply to all users, both inside EFSA and external recipients of EFSA documents that are marked as SENSITIVE. Instructions that apply only inside EFSA are indicated by the mention "EFSA Only" in brackets. Instructions that apply only outside EFSA are indicated by the mention "Non-EFSA" in brackets.

Creation (« EFSA Only »)

Ensure that the document or information is marked using the security marking "SENSITIVE".

Ensure that the document or information includes a link to the present handling instructions.

Do not use any other markings than those laid down in the EFSA Information Security Manual to indicate the level of confidentiality.

Handling

(i.e. printing, copying, scanning, storing, reading and editing documents)

Where possible, store SNC electronic documents in encrypted file shares or systems. Ensure that the markings and related access restrictions are applied.

Documents should not be read or edited in public places where there is a risk of being overlooked.

When scanned documents are automatically saved to a shared drive, they should be copied to an appropriate location and deleted from the scan destination as soon as possible.

Documents should be printed on EFSA equipment ("EFSA Only") and should be removed from shared devices immediately.

Distribution

(i.e. defining authorised recipients and determining methods of transmitting information)

Staff may only distribute information on a need-to-know basis and bearing in mind the principle of professional secrecy and the obligations under the Staff Regulations (in particular Article 17 of the SR, dealing with confidentiality of information acquired in the professional context). SNC information is not to be distributed outside of the audience indicated.

Recipients of SNC documents outside EFSA must not distribute these to anybody else, including their direct colleagues, without explicit prior permission from the originator inside EFSA.

Do not release SNC documents outside the EU institutions, Bodies, Agencies and Member States' public administrations.

Any person receiving SNC information who is not the intended recipient must inform the sender and destroy the information as indicated in the section on destruction below.

Where internal mail distribution is used, the information must be sealed inside an opaque envelope.

("EFSA Only") Where e-mail is used to transmit SNC information, the SNC information must be encrypted as per the procedures described in the EFSA Information Security Manual.

("Non-EFSA") Where e-mail is used to transmit SNC information, the e-mails or the attached SNC documents must be encrypted.

Downgrading (« EFSA Only »)

Only the originator may downgrade a document.

When a document no longer needs to be marked, the marking should be removed from the document and the handling instructions should also be removed.

Destruction

Paper documents must be shredded. Standard cross-cut shredders are sufficient, and shredded documents may be disposed of in the normal office waste.

("Non-EFSA") Documents stored on electronic media must be purged (e.g. by overwriting the media multiple times) or destroyed using a method that prevents recreation.

("EFSA Only") Documents stored on electronic media must be disposed using relevant EFSA internal procedures.