

## HANDLING OF SENSITIVE NON CLASSIFIED INFORMATION (SNC) ISSUED BY F4E

These instructions apply to all documents or information that are considered to be sensitive non-classified (SNC), as defined by Commission Decision ([EU, Euratom](#)) 2015/443, Article 9(5), and marked as SENSITIVE. SNC information must not be published and must be restricted to the audience defined by the originator.

Different handling instructions apply to sensitive non-classified information marked as SPECIAL HANDLING.

The following are the minimum required protection measures. Additional measures may be applied as defined for a specific organization, topic or communication and information system (CIS). For more information, please refer to:

- F4E Information Security Policy ([F4E D 26W3GN](#)) (F4E Only), or
- [Security Notice C\(2019\) 1904](#) on Marking and handling of SNC information (Commission Only).

These handling instructions apply to all users, both inside the F4E / the Commission and external recipients of F4E (and Commission) documents that are marked as SENSITIVE. Sections or individual instructions that apply only within F4E (or the Commission) are indicated by the mention "F4E only" in brackets. Individual instructions that apply only outside F4E (or the Commission) are indicated by the mention "Non-F4E" in brackets.

### Creation (F4E only)

Ensure that the document or information is marked using the security marking "SENSITIVE" and, where relevant, one or more distribution marking(s) as appropriate.

The choice of distribution marking(s) should be based on the subject matter and level of damage that may be caused by unauthorized disclosure.

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

Do not use any other markings than those laid down in the above mentioned policy 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 F4E equipment (F4E only) and should be removed from shared devices immediately.

### Distribution

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

Information may only be distributed on a need-to-know basis in line with any distribution markings and bearing in mind the principle of professional secrecy and the obligations under the [Staff](#)

[Regulations](#) (in particular Article 17). SNC information is not to be distributed outside of the audience indicated.

Recipients of SNC documents outside F4E (or the Commission) must not distribute them to anybody else, including their direct colleagues, without explicit permission from the originator in F4E (or the Commission).

Do not release SNC documents outside the EU institutions 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 is used, the information must be sealed inside an opaque envelope.

(F4E only) Where e-mail is used to transmit SNC information, the use of the of an encryption application is mandatory, i.e. the e-mails must be signed and encrypted. Tools such as encryption software that are not provided by F4E (or the Commission) must not be used.

(Non-F4E) Where e-mail is used to transmit SNC information, the e-mails or the attached SNC documents must be encrypted.

### **Downgrading (F4E 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.

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

Related links:

[Regulation No 31 \(EEC\), 11 \(EAEC\)](#), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community.

[Regulation \(EU\) 2016/679](#) of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

[Regulation \(EC\) No 1049/2001](#) of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.