

Handling of Sensitive Non-classified information issued by eu-LISA

These instructions apply to all documents or information that are considered to be sensitive non-classified, as defined by the [Decision of the Management Board on the Security Rules for Protecting Sensitive Non-classified Information at eu-LISA 2019-208 adopted on 30.08.2019](#) Article 9, and marked as SENSITIVE. Sensitive Non-classified information must not be published and must be restricted to the audience defined by the originator.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 organisation, topic or communication and information system. For more information, please refer to [Decision 2019-208](#).

These handling instructions apply to all users/recipients of eu-LISA documents that are marked as SENSITIVE, both internal to eu-LISA and external.

Handling

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

Where possible, store Sensitive Non-classified 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, document should be saved to an appropriate location and deleted 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 considering the principle of confidentiality. Sensitive Non-classified information is not to be distributed outside of the audience indicated. Recipients of Sensitive Non-classified documents outside eu-LISA must not distribute them to anybody else, including their direct colleagues, without explicit permission from the originator in eu-LISA.

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

When internal mail is used, the information must be sealed inside an opaque envelope. When e-mail is used to transmit Sensitive Non-classified information, it is recommended that the e-mails or the attached Sensitive Non-classified documents be encrypted.

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.