

HANDLING INSTRUCTIONS FOR EPPO DOCUMENTS MARKED SENSITIVE

These instructions apply to all documents or information that are considered to be Sensitive Non-classified, as defined by the [Decision of the College of the EPPO 012/2021 of 24 February 2021 adopting the Internal Rules of the EPPO on the Protection of Sensitive Non-Classified Information](#) (hereinafter referred to as 'College Decision 012/2021') Article 1, and marked as **SENSITIVE**. Sensitive Non-Classified information shall not be published and shared only with the audience defined by the originator.

The following are the minimum required protection measures. Additional measures may be applied for a specific topic or communication and information systems, as defined by College Decision 012/2021.

These handling instructions apply to all users and recipients of EPPO documents or information marked as **SENSITIVE**.

Handling

(e.g. printing, copying, scanning, storing, reading, editing)

Sensitive Non-Classified information should not be read or edited in public places where there is a risk of being read by unauthorised people. Electronic copies should be stored on platforms that can only be accessed by the target audience.

Care should be taken to not leave Sensitive Non-classified documents unattended on office desks. Where possible, documents should be stored in a locked office or locked cupboard when not in use.

Distribution

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

Sensitive Non-Classified information shall only be distributed on need-to-know basis in line with applicable distribution markings and considering the principle or

confidentiality. Therefore information marked **SENSITIVE** shall not be distributed outside the audience indicated. The external recipients of the EPPO documents and information marked **SENSITIVE** must not distribute the EPPO documents to anybody else, including their direct colleagues, without explicit permission of the originator.

Any person that receives EPPO **SENSITIVE** information who is not the intended recipient must inform the sender, where possible, and destroy the information as indicated in the section below.

Where physical mail is used, the information must be closed inside an opaque envelope.

When email is used for transmission of Sensitive Non-Classified information, the email or the **SENSITIVE** information must be signed and encrypted.

Destruction

Paper documents containing Sensitive Non-Classified information must be shredded using at least a standard 3 shredder (straight cut 1.9 or cross cut 4x80mm, max 320mm²) after use. Shredded documents may be disposed of in the normal office waste.

Documents stored on electronic media must be purged (e.g. by degaussing, overwriting the media with approved software or destroyed using methods that prevents recreation).