



Council of the
European Union

Brussels, 6 February 2015

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CSC 27

“I/A” ITEM NOTE

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| From: | The Security Committee |
| To: | COREPER/Council |
| Subject: | Policy on security awareness and training for the protection of EU classified information |

1. With a view to supporting the implementation of Article 7(5) and section IV of Annex I of the Council security rules¹, the Security Committee has developed a draft policy on security awareness and training for the protection of EU classified information and agreed on it on 30 January 2015.
2. The policy sets out the objectives of security awareness and training programmes and provides standards with regard the content of such programmes.
3. Subject to confirmation by COREPER, the Council is accordingly invited to approve the attached policy.

¹ Council Decision 2013/488/EU of 23 September 2013 on the security rules for protecting EU classified information (OJ L 274, 15.10.2013, p. 1).

**POLICY ON SECURITY AWARENESS AND TRAINING
FOR THE PROTECTION OF EU CLASSIFIED INFORMATION**

I. PURPOSE AND SCOPE

1. This policy, approved by the Council in accordance with Article 6(1) of the Council Security Rules¹ (hereinafter 'CSR'), lays down a supporting standard for protecting EU classified information (EUCI). It constitutes a commitment to help achieve an equivalent level of implementation of the CSR.
2. In particular, this policy is designed to support implementation of Article 7(5) and section IV of Annex I of the CSR. It therefore lays down standards for security awareness training with a view to ensuring that before being granted access to EUCI and at regular intervals thereafter all individuals are briefed on threats to security and acknowledge their responsibilities to protect EUCI in accordance with the CSR.
3. The Council and the General Secretariat of the Council (GSC) will apply this security policy with regard to protection of EUCI on their premises and in communication and information systems (CIS).
4. Member States will act in accordance with national laws and regulations to the effect that the standards laid down in this security policy are respected when EUCI is handled in national structures, including in national CIS.
5. EU agencies and bodies established under Title V, Chapter 2, of the TEU, Europol and Eurojust should use this security policy as a reference for implementing security rules in their own structures.

¹ Council Decision 2013/488/EU of 23 September 2013 on the security rules for protecting EU classified information (OJ L 274, 15.10.2013, p. 1).

II. OBJECTIVES AND CONTENT OF AWARENESS AND TRAINING PROGRAMMES

6. An effective system for protecting classified information needs to be supported by soundly designed and timely information security awareness and training activities. Before being granted access to EUCI on any medium, and at regular intervals thereafter all individuals must be made aware of the risks to EUCI, of the impact of its possible compromise and of the importance of protecting classified information by respecting the rules put in place to this end.
7. Before receipt of the authorisation to access EUCI recipients are given an awareness session and they must acknowledge in writing their responsibilities to protect such EUCI.
8. Whilst focusing on the need to protect EUCI from unauthorised disclosure in general, awareness activities will pay particular attention to the risk to EU interests and those of Member States posed by state-sponsored and private intelligence actors deploying human and technical means to gain illicit access to EU information with intelligence value.
9. In particular, security awareness and training activities will promote an understanding of those requirements in the CSR and the implementing policies and guidelines that are pertinent to the roles and responsibilities of GSC staff and national delegates, namely:
 - (a) how to handle, store and dispose of EUCI, including drafts;
 - (b) the role of Registries;
 - (c) determining the security classification of information, including the use of protective markings;
 - (d) responsibilities associated with holding a security clearance, including reporting any important changes in personal circumstances;
 - (e) respecting physical security polices and procedures, including perimeter and work area access controls, the wearing of staff passes, and the management of keys, combinations and passwords;

- (f) reporting contacts or meetings with third state representatives where lines of question go beyond normal diplomatic information requests and can denote an intelligence interest;
 - (g) how EUCI is communicated orally;
 - (h) how to react to and report security incidents.
10. Where particular circumstances demand, awareness, training and briefing sessions may be tailored to the receivers' situation and to the level of EUCI that they are to or may access.
11. With a view to achieving the objectives set out above, Member States and the GSC will each be responsible for designing and maintaining their own programmes of awareness, training and refresher courses that will include *inter alia*:
- (a) production of up-to-date awareness material relevant to individuals' direct experience of handling EUCI in paper and electronic format (e.g. information leaflets, brochures);
 - (b) development of computer based training;
 - (c) preparation and organisation of briefings and information sessions.
12. The effectiveness of security awareness and training programmes should be regularly monitored by means of feedback reviews that will be used to target the areas where further communication of the rules and policies in force for protecting classified information is needed.
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