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Security Notice 17

CRITERIA FOR INFORMATION TO BE PUBLISHED ON PUBLICLY AVAILABLE WEBSITES

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1 SCOPE

This Security Notice underlines the particular attention that should be paid when publishing Commission information on publicly available websites, bearing in mind the need to respect the transparency principle, while at the same time ensuring the security of Commission information, staff and assets.

2 GENERAL PRINCIPLES

The following criteria should be applied by publishers of information to reduce the risk of sensitive information which could adversely affect the security of the Commission being made widely available.

These criteria should be applied to **whatever media** is used (text file, picture, movie ...) and concerns all the information (letter, note, minute, report, memorandum, signal/message, sketch, photograph, slide, film, map, chart, plan...) **published directly** by the Commission services **as well as indirectly** by service providers / partners.

2.1 Information that should not be published

- (1) detailed information related to Commission buildings, fittings and equipment,
- (2) information related to the Commission security / emergency procedures, security staff, contractors (and their staff working for the Commission) and equipment,
- (3) information provided by the Commission in the context of a contract and re-used (without the Commission's approval) for commercial purposes,
- (4) personal information on Commission staff enabling a direct link to be drawn between a staff member and the Commission and providing personal information not required to perform the staff member's professional tasks.

2.2 Information for which publishing should be limited to a strict minimum - applying the "need to know"¹ principle

- (1) information related to Commission buildings and equipment (in particular when providing documentation in calls for tenders),
- (2) detailed professional information of Commission staff (beyond that available in the Commission's online official directory),

¹ The term 'need to know' means the need to have access to information in order to be able to perform a function or a task.

- (3) detailed description on how to enter / exit / circulate inside the Commission buildings (attendance of meetings, process of registering, the security checks...),
- (4) detailed localisation of staff / services in the Commission buildings.

In order to describe the principles in further detail, the table in **ANNEX 1** contains examples of information which should not be (directly) published on publicly available sites. **ANNEX 2** contains a table of examples of information for which publishing should be limited to a strict minimum.

Any queries on this Security Notice - or requests for advice before publishing information - should be addressed to the functional mailbox: [EC SECURITY HELPDESK](#).

ANNEX 1- Examples of information which should not be published on publicly available web sites

Type of information	Examples of information which should not be (directly) published (or let published) on publicly available sites by publishers of information
<u>Detailed</u> information related to Commission buildings, fittings and equipment	- Any <u>detailed</u> picture, movie or description of technical systems (heating, windows, elevators, water, gas, electricity...) used in one building.
<u>Detailed</u> maps of the Commission building	- Any <u>detailed</u> map of the Commission buildings published for an open day event giving details of the infrastructure of electricity, water, <i>etc.</i>
Information related to the Commission security / emergency procedures, security staff, contractors (and their staff working for the Commission) and equipment	- Any picture, movie or description of automatic doors, security guards, emergency procedures or phone numbers used in one building.
Information provided by the Commission in the context of a contract and re-used (without the Commission's approval) for commercial purposes	- Any picture, movie or description of a technical equipment or service provided to the Commission by an external provider. A file (picture) name is sometimes enough to link the information to the Commission.
Personal information on Commission staff enabling a direct link to be drawn between a staff member and the Commission and providing personal information not required to perform the staff member's professional tasks	- Use of a professional email address for personal purposes (clubs, sport...).

ANNEX 2 - Examples of information for which publishing should be limited to a strict minimum

Type of information	Examples of information for which publishing should be limited to a strict minimum
Information related to Commission buildings and equipment (in particular when providing documentation in calls for tenders)	<ul style="list-style-type: none"> - An assessment should be done on a case by case basis on which picture, movie or description of technical systems must be provided in the context of a call for tender.
Detailed professional information of Commission staff (beyond that available in the Commission's online official directory)	<ul style="list-style-type: none"> - Use of detailed Commission information as a reference to look for an external job.
Detailed description on how to enter / exit / circulate inside the Commission buildings (attendance of meetings, process of registering, the security checks...)	<ul style="list-style-type: none"> - Detailed procedure of how to register at the desk of a Commission building to attend a meeting, - Any good quality picture of the badges required to access the building, - Any picture, movie or description of building doors / garage entries.
Detailed localisation of staff / services in the Commission buildings	<ul style="list-style-type: none"> - Individual staff member office location (in particular for Commissioners).