

HANDLING INSTRUCTION NO 5¹

STORAGE, TRANSPORTATION AND PACKAGING

1. INTRODUCTION

- (1) This handling instruction describes the security requirements for storage, transportation and packaging of confidential information.

2. PRINCIPLES

2.1 Common principles for storage of confidential information

- (2) Provisions to ensure the physical protection of confidential information during storage or temporary deposit vary in accordance with the level of classification or type of marking assigned to the information.
- (3) Confidential information may not, under any circumstances, be read in public places where it might be seen by non-authorized individuals (e.g. trains, planes, cafés, bars, etc.) and may not be left unattended in public places. Any person responsible for compromising confidential information shall be subject to disciplinary action in accordance with the relevant rules and regulations.
- (4) When not in use, confidential information shall be stored and if needed locked in accordance with the required level of protection determined by the relevant level of classification or type of marking.
- (5) EUCI shall never be put on the internet or added to an electronic document management systems not accredited for this purpose.

2.2 Common principles for transportation of confidential information

- (6) Provisions for the physical protection of confidential information during transportation establish the authorized means and procedures for secure hand carriage determined by the relevant level of classification or type of marking as well as the route being used.
- (7) Information classified as RESTREINT UE/EU RESTRICTED or equivalent and "other confidential information" shall be transported in a way so as to prevent unauthorized access.

2.3 Common principles for packaging of confidential information

¹ Decision of the Bureau of the European Parliament of 15 April 2013 concerning the rules governing the treatment of confidential information by the European Parliament ("the Bureau decision")

- (8) Provisions on packaging establish which envelopes and bags are allowed for the storage and transportation of confidential information.
- (9) When stored or transported, confidential information shall be securely packaged.

3. PRACTICES

3.1 Storage

- (10) The minimum security requirements for storage and temporary deposit of confidential information are set out below:

3.1.1 Storage of information classified as TRES SECRET UE/EU TOP SECRET or equivalent

- (11) Information classified as TRES SECRET UE/EU TOP SECRET or equivalent shall only be stored by the Classified Information Unit ("CIU"):
 - (a) information shall be stored in the appropriate level-approved EUCI vault in the Secure Area;
 - (b) information shall never, even for the briefest period, be left unattended in an empty office within the Secure Area without having been locked and stored in an approved safe;
 - (c) information shall never be left on a desk or other office furniture in such a way that unauthorised persons may have access, including when the authorised CIU staff remains in the room;
 - (d) in the event that information is produced on a computer within the Secure Area, the computer shall be locked and the screen rendered inaccessible when the originator² leaves the room, even for the briefest period. Any reliance on the automatic security lock being activated after a few minutes is insufficient.

3.1.2 Storage of information classified as SECRET UE/EU SECRET and CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent

- (12) Information classified as SECRET UE/EU SECRET and CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent shall be only stored by the CIU:
 - (a) information shall be stored in the appropriate level-approved EUCI vault in the Secure Area;
 - (b) information shall never, even for the briefest period, be left unattended in an empty office within the Secure Area without having been locked and stored in an approved safe;

² Originator' means the duly authorised author of confidential information (see Article 2(o) of the Bureau Decision).

- (c) information shall never be left on a desk or other office furniture in such a way that unauthorised persons may have access, including when the authorised CIU staff remains in the room;
- (d) in the event that information is produced on a computer within the Secure Area, the computer shall be locked and the screen rendered inaccessible when the originator leaves the room, even for the briefest period. Any reliance on the automatic security lock being activate after a few minutes is insufficient.

3.1.3 Storage of information classified as RESTREINT UE/EU RESTRICT or equivalent and 'other confidential information'

(13) Information classified as RESTREINT UE/EU RESTRICTED or equivalent and 'other confidential information' formally received by Parliament shall be stored by the secretariat of the parliamentary body/office holder or service or the CIU in accordance with the following provisions:

- (a) information shall be locked and stored in an approved standard steel cupboard located in an office or working area;
- (b) information shall not be left unattended unless all doors and windows are locked and the information cannot be accessed from outside;
- (c) information shall never be left on a desk or other office furniture in such a way that unauthorised persons (including non-Parliament staff, visitors, cleaning staff, maintenance personnel, etc.) may have access;
- (d) information shall never be disclosed to or discussed with unauthorised persons.

(13a) 'Other confidential information' created by Parliament shall be stored in accordance with the marking indicated in Annex I of handling instruction No 1.

3.1.4 Temporary deposit of classified information

(14) Temporarily deposited classified information shall be stored in double, sealed, opaque envelopes in accordance with paragraph 3.3.

(15) Information classified as TRES SECRET UE/EU TOP SECRET and SECRET UE/EU SECRET or equivalent may not be temporarily deposited and shall always be stored in the Secure Area.

(16) Information classified as CONFIDENTIAL UE/EU CONFIDENTIAL may be temporarily deposited:

- (a) in the event that the CIU is closed, in an approved vault of the Directorate General for Safety and Security (DG Safety and Security);
- (b) with the secretariat of a parliamentary body/office holder or service for an in-camera meeting, under Article 11(2) of the Bureau Decision and

accordance with the relevant procedure set out in handling instruction No 3.

- (17) Information classified as RESTREINT UE/EU RESTRICTED or equivalent may be temporarily deposited:
 - (a) in the event that the CIU or the secretariat of the parliamentary body/office holder or service is closed, in an approved vault of the DG Safety and Security;
 - (b) with the secretariat of a parliamentary body/office holder or service for an in-camera meeting, under Article 11(2) of the Bureau Decision, when the information to be consulted is held by the CIU and in accordance with the relevant procedure set out in handling instruction No 3.

3.1.4.1 Procedure for temporary deposit in the Security Services

- (18) The DG Safety and Security authorised official shall meet the carrier at the reception desk of the ASP building.
- (19) The DG Safety and Security authorised official shall identify the carrier and take the packages containing the confidential information.
- (20) The DG Safety and Security authorised official shall record the:
 - (a) time of delivery;
 - (b) full name, identification details and signature of the DG Safety and Security authorised official and carrier present at delivery;
 - (c) number of packages and reference details;
 - (d) parliamentary body/office holder or service to whom the packages are addressed.
- (21) On signing a delivery receipt, the DG Safety and Security authorised official shall keep a copy.
- (22) The packages shall be immediately deposited in the appropriate vault for temporary deposit and the confidential information kept in an approved security container. Under no circumstances shall the packages be opened prior to receipt by the CIU.
- (23) DG Safety and Security shall immediately inform the CIU or the secretariat of parliamentary body/office holder or service of the reception of confidential information.

The CIU is the only parliamentary service entitled to collect information classified as CONFIDENTIEL UE/EU CONFIDENTIAL and above or equivalent from DG Safety and Security. The head of the CIU or a duly authorised CIU staff member shall collect the package without delay and in any event by the first half of the working day following delivery.

In the event that a package containing information classified as CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent is opened by an unauthorised person before reception by the CIU, the head of the CIU shall be notified immediately. The head of the CIU or a duly authorised CIU staff member shall then collect the package, check the inner envelope is undamaged and carry the package to the Secure Area for registration. The CIU shall retain the outer and inner envelopes for examination. The Security Authority shall be immediately notified of the incident in order to carry out an investigation in line with handling instruction No 8.

- (24) Information classified as RESTREINT UE/EU RESTRICTED or equivalent may be collected by the CIU or a parliamentary body/office holder or service, as appropriate. The head of unit concerned, or duly authorised staff member shall collect the package without delay and, in any event by the first half of the working day following delivery.
- (25) The DG Safety and Security authorised official shall hand the packages together with a copy of the receipt and shall maintain a record of all handovers, including the exact time, number of packages and full names of Parliament officials present.

3.2 Transportation

- (26) Transportation procedures for confidential information vary according to whether it is:
 - (a) transportation within the self-contained Parliament buildings;
 - (b) transportation between Parliament places of work;
 - (c) transportation inside the European Union; and
 - (d) transportation outside the European Union.
- (27) Instructions issued by the CIU for carriers to transport EUCI shall ensure that:
 - (a) security carriers or other authorised carriers have the appropriate security clearance to transport EUCI;
 - (b) the CIU records all packages transported;
 - (c) packages containing EUCI bear an official seal to prevent or discourage inspection by customs, as well as labels with identification and instructions to the recipient;
 - (d) the carrier possesses a courier certificate and/or mission order recognised by all EU Member States authorising carriage of the packages as identified. The CIU is responsible for issuing the courier certificate for each consignment of classified information. A template of the courier certificate is annexed hereto (see Annex I);

- (e) a non-EU Member State or its frontiers may be crossed overland only in the event that the shipping state has a specific guarantee from that non-EU Member State;
- (f) the carrier uses routes and means of transport complying with Parliament's rules on mission orders or, when deemed more stringent, in accordance with national regulations;
- (g) packages shall remain in the possession of the carrier at all times unless housed in accordance with the relevant provisions of handling instruction No 7;
- (h) packages shall not be left unattended in public or private vehicles, or in public places including restaurants or hotels and shall not be stored in hotel safes or hotel rooms;
- (i) the carrier shall not open the packages unless specifically authorised to access the classified information, in which case the information shall not be accessed or left unattended in public or private vehicles or in public places including restaurants or hotels and shall not be stored in hotel safes or hotel rooms;
- (j) prior to taking possession of the packages, the carrier shall read and sign a security briefing containing at least the above instructions and procedures to be followed in an emergency situation or in the event that the package is the subject of a challenge from customs or airport security officials;
- (k) packages shall be handed to the carrier only following receipt by the carrier of the abovementioned instructions and procedures and signature of the courier certificate;
- (l) the carrier shall return the signed, dated receipt confirming delivery of the packages within 18 hours of delivery.

3.2.1 Transportation within the self-contained EP buildings

- (28) Transportation of information classified as CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent within the self-contained Parliament buildings may only be undertaken by authorised CIU staff or DG Safety and Security authorised official.
- (29) The authorised CIU staff or DG Safety and Security authorised official shall:
 - (a) have appropriate European Parliament Personnel Security Clearance (EP-PSC);
 - (b) ensure that the packages remain in constant possession of the carrier unless housed in accordance with the provisions for safe temporary storage;

- (c) ensure that the packages shall not be left unattended in public or private vehicles or in places including restaurants, bars or canteens;
- (30) Transportation of information classified RESTREINT UE/EU RESTRICTED and "other confidential information" may be undertaken by the European Parliament's internal distribution service.

3.2.2 Transportation between Parliament's places of work

- (31) Transportation of EUCI between Parliament's places of work and between Parliament buildings not self-contained but situated in the same place of work shall be exclusively undertaken by the relevant authorised official of the parliamentary body/office holder or service.
- (32) The authorised official shall:
 - (a) have appropriate security clearance;
 - (b) ensure that the packages remain in constant possession of the carrier unless housed in accordance with the provisions for safe temporary storage;
 - (c) ensure the packages shall not be left unattended in public or private vehicles or in places including restaurants, bars or canteens.
- (33) Transportation of 'other confidential information' shall be undertaken by the European Parliament's internal distribution service.

3.2.3 Transportation inside the European Union

- (34) The depository institution may by written consent allow SECRET UE/EU SECRET and CONFIDENTIEL UE/EU CONFIDENTIAL to be conveyed by Parliament under the transportation provisions below.
- (35) EUCI created by Parliament shall be transported by duly authorised officials identified as carriers.
- (36) Personal carriage of information classified as SECRET UE/EU SECRET and CONFIDENTIEL UE/EU CONFIDENTIAL or equivalent may be permitted by the CIU under specific security conditions.
- (37) Transportation of "other confidential information" may be undertaken by the European Parliament official mail service that may use postal services or commercial courier services.

3.2.4 Transportation to third parties outside the European Union

- (38) Transportation of EUCI to third parties outside the EU shall be effected following CIU-approved specific arrangements and guarantees and, when appropriate, in conjunction with other institutions and services.
- (39) Transportation of 'other confidential information' may be undertaken by the European Parliament official mail service that may use postal services or commercial courier services.

3.3 Packaging

- (40) The Parliamentary body/office holder or service holding the information for transportation or temporary deposit shall ensure the proper packaging thereof.
- (41) Information classified as CONFIDENTIEL UE/EU CONFIDENTIAL and above shall be packed in secured heavy duty opaque double envelopes. The inner envelope shall bear the appropriate EU security classification level and details of the recipient including job title and full address.
- (42) When delivered outside Parliament's self-contained buildings in Brussels, information classified as RESTREINT UE/EU RESTRICTED shall be packaged in opaque double envelopes;

An acknowledgement of receipt form (handling instruction No 3, Annex I) shall be contained in the inner envelope. The receipt, which is unclassified, shall quote the reference number, date and copy number of the document, excluding any reference to the subject;

The inner envelope shall be enclosed inside the outer envelope bearing a package number for delivery purposes. Under no circumstances shall the security classification appear on the outer envelope.

- (43) The standard authorised envelopes for transport of classified information are:

Outer envelope Mail Lite White postal bags

Inner envelope: Lyreco Manila B4 peel and seal gusset envelopes

If the volume of the information requires adapted package, similar opaque package shall be requested to CIU.

- (44) For storage in the appropriate locker or vault certified for the same level of information, classified information shall be packaged in an opaque and stiff cardboard archive boxes.
- (45) 'Other confidential information' shall be packed in an envelope bearing the appropriate marking and details of the recipient including job title and full address (similar to the 'inner envelope' described above).

ANNEX I:

Courier Certificate