

Interinstitutional File: 2022/0084 (COD) Brussels, 1 December 2023 (OR. en)

13090/1/23 REV 1

LIMITE

CSC 447 CIS 145

NOTE

From:	General Secretariat of the Council
To:	Delegations
Subject:	Proposal for a Regulation of the European Parliament and of the Council on information security in the institutions, bodies, offices and agencies of the Union
	- Articles 9-17 and Annex I on non-classified information

- 1. Following the discussions which took place at the CSC meeting on 24 October 2023, the GSC has prepared a revised draft of document 13090/23. The new text can be found in Annex to this note. New text compared to the previous version is in **bold underlined**, deletions compared to the previous version are marked in **strikethrough underlined**. In some cases where the provisions under different Articles have been reorganised, this is indicated in [brackets].
- 2. This new version has been revised up to Article 14 (Sensitive non-classified information) in the light of the discussions on 24 October 2023 and following comments from the delegations.
- 3. Articles 12, 13 and 14 have been reviewed, including the definitions of public, normal and sensitive information.
- 4. In Article 12(2) on public information and Article 14(2) on sensitive information, the provisions on marking have been modified to take into account cases where it might not be possible to add any visual or other marking to the information concerned, f.ex. in cases where information is presented in oral form.

13090/1/23 REV 1 JP/bh 1
ORG 5.C LIMITE EN

- 5. Some additional corrections have also been made to the subsequent Articles 17a to 17d.
- 6. Compared to the previous document 13090/23, the Commission's original text on Articles 10 and 11 which was moved to Article 16(1) and new Article 17c respectively, has been removed to facilitate the reading of this new text.
- 7. Delegations are invited to discuss the proposed revised text at the next meeting of the Council Security Committee on 8 December 2023.

Chapter 3—[merged with Chapter 4]

Information assurance and communication and information systems (CISs)

Article 9

Principles of information assurance

- [1. The assessment of the information security needs shall be taken into account from the start of the creation or at the procurement stage as regards all CISs including in-house, outsourced and hybrid CISs.—moved to new Article 17c(2)]
- [2. Any CIS that handles and stores EUCI shall be accredited in accordance with Chapter 5, Section 5.] Any CIS that handles and stores sensitive non-classified information shall comply with the minimum requirements for sensitive non-classified information in CISs set out in Chapter 4.

[Article 10

Sub-group on information assurance – moved to Article 16(1)]

[Article 11

Requirements for communication and information systems – moved to new Article 17c]

Chapter 4-3

Non-classified information

Section 1 (new)

General provisions (new)

Article 12a – Basic principles

- 1. This chapter lays down the basic principles and minimum standards to be applied for the protection and handling of non-classified information.
- 2. All Union entities shall ensure the authenticity, availability, integrity <u>and</u>, <u>where appropriate</u>, non-repudiation and <u>where appropriate</u>, confidentiality of non-classified information by appropriate <u>protection</u> measures based on <u>assessed security needs</u> minimum requirements as provided for in Articles 17a to 17d and on a risk assessment.
- 3. [The overall requirements for the protection of confidentiality of non-classified information shall not be equal to or stricter than the requirements for the protection of EUCI at the level RESTREINT UE/EU RESTRICTED.]

Article 15

Protection of non-classified information and interoperability

down measures for a high common level of cybersecurity in the institutions, bodies, offices and agencies of the Union, Union entities institutions and bodies shall establish internal procedures for the reporting and management of any incident or suspected incident that could lead to a compromise of the security of non-classified information. [- moved as paragraph 4 below]

- 2.1. Where required, Union **entities** institutions and bodies shall use the markings provided for in Articles [12, 13 and 14]. [Exceptionally, other <u>equivalent</u> markings may be used <u>on the condition that an equivalent level of protection is applied internally and in relation with their particular counterparts from other Union <u>entities</u> institutions and bodies or from the <u>Member States</u>, when all parties agree. Such exception shall be notified to the sub-group on non-classified information, as referred to in Article 7(1), point (b)].</u>
- 3.2. Contractual safeguards shall be established to ensure the protection of normal and sensitive non-classified information processed by outsourced services **providers**. The safeguards shall be designed to guarantee at least an equivalent level of protection to that provided by this Regulation, and shall include confidentiality and non-disclosure undertakings to be signed by all relevant service providers involved in the provision of the outsourced systems.
- 3. Union entities institutions and bodies shall may define specific handling instructions and standard protective measures for normal and sensitive non-classified information, including, where appropriate, distribution markings. In doing so, they shall take taking into account guidance from the sub-group on non-classified information and any specific risks related to their tasks and activities. [moved from Article 17a(1) compared to previous document 13090/23]
- 4. Without prejudice to the reporting obligations set out in Regulation EU [XXX] laying down measures for a high common level of cybersecurity in the institutions, bodies, offices and agencies of the Union, Union entities institutions and bodies shall establish internal procedures for the reporting and management of any incident or suspected incident that could lead to a compromise of the security of non-classified information. [- moved from paragraph 1 compared to previous document 13090/23]

Article 16

Sub-group on non-classified information

1. The sub-group on non-classified information referred to in Article 7(1), point (b), shall provide draft—recommendations for guidance documents to the Interinstitutional Information Security Coordination Group have, including on the following roles and responsibilities topics:

13090/1/23 REV 1 JP/bh 5
ORG 5.C LIMITE EN

- (a) streamlining the procedures relating to <u>access to</u>, handling and storing of the nonclassified information and <u>preparing</u> the <u>corresponding relevant</u> guidance, taking into account the different confidentiality levels;
- (b) coordinating with the sub-group on information assurance referred to in Article 7(1), point (a), on matters related to systems handling and storing non-classified information;
- (e) preparing handling instructions for the different confidentiality levels of non-classified information:
- **I**(bd) assisting Union institutions and bodies in establishing the equivalence between their particular eategories confidentiality levels of non-classified information and those provided for in Articles [12, 13 and 14];]
- (ce) facilitating the sharing of non-classified information between Union entities institutions and bodies, by providing assistance and guidance;
- (da) [providing guidance and best practices on the marking, handling and storing of nonclassified information in CISs in close cooperation with the Interinstitutional cybersecurity board referred to in Article 9 of Regulation EU [XXX] laying down measures for a high common level of cybersecurity at the institutions, bodies, offices and agencies of the Union;
- (eb) establishing a the metadata scheme for markings and all necessary technical information to contribute to an interoperable and seamless exchange of **non-classified** information across Union **entities** institutions and bodies, when interconnecting their respective CISs;
- (fe) eontributing to the coherence between the information security rules and the cybersecurity baseline risk management, governance and control framework across all Union entities institutions and bodies, referred to in Article 54 of Regulation EU [XXX] laying down measures for a high common level of cybersecurity at the institutions, bodies, offices and agencies of the Union. moved from Article 10]
- (g) the strength of encryption as referred to in Article 17c(1)(b).

13090/1/23 REV 1 JP/bh 6
ORG 5.C LIMITE EN

Section 2 (new) Categories of non-classified information

Article 12

Public information for public use

- 1. Information which Union entities <u>decide to</u> make <u>publicly</u> available <u>without any access</u>

 <u>restrictions</u> intended for public use or official publication or already disclosed is public

 information <u>which can be shared without restrictions inside or outside the Union institutions</u>

 <u>and bodies, shall be categorised and handled and stored as information for public use.</u> *moved to paragraph 4*]
- 2.3. <u>All Union entities institutions and bodies shall ensure the authenticity, availability, integrity and, where appropriate, non-repudiation availability of public information for public use by appropriate measures based on its security needs.</u> [-see also Article 12a(2), 13(1a), 14(2)]
- 3.2. Public information shall be presented as such, including where possible by using the visual marking marked visually Union institutions and bodies may mark with '[EU] PUBLIC USE' the information referred to in paragraph 1.
- 4. Public information which can may be shared or exchanged without restrictions inside or outside the Union entities institutions and bodies, shall be categorised and handled and stored as information for public use.

Article 13

Normal information

- 1. Information intended for use by a Union entity institution or body in the execution of its functions and covered by the obligation of professional secrecy in accordance with Article 339 of the Treaty on the Functioning of the European Union (TFEU) which is neither sensitive non-classified nor for public use shall be categorised, handled and stored as is normal information. This category covers all normal working level information processed in the Union institution or body concerned.
- 1a. All Union entities shall ensure the authenticity, availability, confidentiality, integrity and non-repudiation of normal information by appropriate measures based on its security needs. [see also Article 12(2), and Article 14(2)]
- 2. Normal information may be marked visually or in metadata where necessary to ensure facilitate its protection, particularly where shared exchanged outside Union entities institutions and bodies. The marking 'EU NORMAL' or the 'name or acronym of the Union entity institution or body NORMAL' (adjusted on a case by case basis) shall be used in that case. Unmarked information is to be considered normal by default, including information created or registered before the date of application of this Regulation which hads not been made publicly available. -[last sentence moved from Article 17a(1) compared to the previous version 13090/23]
- [3. Union institutions and bodies shall define standard protective measures for normal information taking into account guidance from the sub-group on non-classified information and any specific risks related to their tasks and activities.— moved and merged to new 17a (1)]
- 3. Normal information shall be exchanged outside Union entities institutions and bodies only with natural or legal persons only where this exchange is in the interests of the Union having a need-to-know for the fulfilment of their assigned tasks. They shall be invited to respect handling instructions accompanying the information as referred to in Article 17a(1). In such cases, the information exchanged shall be marked visually with the marking 'EU NORMAL'.

Sensitive non-classified information

1. Information that does not qualify as EUCI but needs to receive a higher protection be protected than normal information due to legal obligations other than professional secrecy or because of the negative impact that its unauthorised disclosure may have on legitimate private and public interests, including those of the Union entities, Member States or natural or legal persons individuals, shall be categorised as sensitive non-classified information. Union institutions and bodies shall categorise, handle and stored as sensitive non-classified all information that is not classified but which they must protect due to legal obligations or because of the harm that may be caused to the legitimate private and public interests, including those of the Union institutions and bodies, Member States or individuals by its unauthorised disclosure.

2.All Union entities shall ensure the authenticity, availability, confidentiality, integrity and non-repudiation of sensitive non classified information by appropriate measures based on its security needs. [-see also Article 12a(2) and Article 13(1a)]

- 2.3. Each Union institution and body shall identify sSensitive non-classified information shall be marked visually and in metadata or presented as such where necessary to facilitate its protection, particularly where exchanged outside Union entities with external natural and legal persons. The marking shall be ['EU SENSITIVE']. except in cases referred to in [Article 15(2)]. by a visible security marking and shall define corresponding handling instructions in accordance with Annex I.
- <u>3.4.</u> Union institutions and bodies shall protect sensitive non-classified information by applying appropriate measures in respect of its handling and storage. Sensitive non-classified Such information may <u>only</u> be made available inside Union entities institutions and bodies <u>only</u> to individuals with a need-to-know <u>for the fulfilment of their assigned tasks</u>.
- 4.5. Sensitive non-classified information shall be exchanged outside Union entities institutions and bodies only with natural and legal persons that have a need-to-know. They shall be invited to while respecting the handling instructions accompanying the information as referred to in Article 17a(1). All parties involved They shall be made aware of the appropriate handling instructions.

Section 3 (new)

Protective measures for handling normal and sensitive non-classified information

[Article 17

Handling and storing of sensitive non-classified information in CISs

- [1. Union institutions and bodies shall ensure that CISs meet the following minimum requirements when handling and storing sensitive non-classified information:
 - (a) strong authentication shall be implemented to access SNC information and SNC information shall be encrypted in transmission and in storage;
 - (b) encryption keys used for storage shall be under the responsibility of the Union institution or body responsible for the operation of the CIS;
 - (c) SNC information shall be stored and processed in the Union;
 - (d) contractual provisions covering security of staff, assets and information shall be included in any outsourcing contracts;
 - (e) interoperable metadata shall be used to record the confidentiality level of electronic documents and to facilitate the automation of security measures;
 - (f) measures to prevent and detect data leaks shall be implemented by the Union institutions and bodies to protect sensitive non-classified information;
 - (g) security equipment bearing a European cybersecurity certificate shall be used, where available;
 - (h) implementation of security measures based on the principles of need-to-know and zero trust to minimise access to sensitive non-classified information by service providers and contractors.—moved to new Article 17c]

13090/1/23 REV 1 JP/bh 10
ORG 5.C LIMITE EN

- 2. [Any derogation from the minimum requirements set out in paragraph 1 shall be subject to approval by the appropriate level of management of the Union institution or body concerned, on the basis of a risk assessment covering the legal and technical risks to the security of the sensitive non-classified information. moved to new Articles 17c(10) and 17d(3)]
- 3. [The Information Assurance Authority of the Union institution or body concerned may check compliance with the principles set out in paragraph 1 at any time during the lifecycle of a CIS.

 —moved to new Articles 17c(9) and 17d(2).]

ANNEX I

Protective measures for handling sensitive non-classified information

Article 17a (new)[former ANNEX I]

Minimum requirements for the protection of normal and sensitive non-classified information

Marking and handling of sensitive non-classified information

- 1. [Documents containing sensitive non-classified information must be marked using security marking and, where relevant, one or more distribution marking or markings specifying the target audience as appropriate. The standard security marking shall be the word 'SENSITIVE' in upper case, except in cases referred to in Article 15(2).- integrated with the definitions in Article 13(2) and 14(3)]
- 2. [Documents containing sensitive non-classified information must only be accessible to recipients with a need to know for official purposes. Where distribution markings are used, permission must be requested from the originating Union institution or body to extend the distribution of a document.—moved to new Article 17 b]

13090/1/23 REV 1 JP/bh 11
ORG 5.C LIMITE EN

- 1. Union entities shall may define specific handling instructions and standard protective measures for normal and sensitive non-classified information, including, where appropriate, distribution markings. In doing so, they shall take into account guidance from the sub-group on non-classified information and any specific risks related to their tasks and activities. Unmarked information is to be considered normal by default, including information created or registered before the date of application of this Regulation which has not been made publicly available. moved from Article 13(3) and merged with new text]
- 2.1. All persons handling individuals having access to normal and sensitive non-classified information must shall be made aware of the handling instructions their obligations to protect the confidentiality of information.
- 3.2. Normal and sensitive non-classified information sent by physical post, envelopes or packages shall be addressed to a named individual or the holder of a function, include a return address and not bear any indication on the envelope or package of the non-public content of the information.
- 4. Documents marked SENSITIVE are downgraded to EU NORMAL or PUBLIC USE, through the removal or striking of the markings.
- 5.3. When Union **entities** institutions and bodies destroy documents containing **normal or** sensitive non-classified information, this must shall be done in such a way that they cannot be easily reconstructed in whole or part. Paper copies must shall be shredded and electronic copies must be securely overwritten, physically destroyed or otherwise rendered irrecoverable.

Protection of sensitive non-classified information when working outside the sites of Union institutions and bodies

[6. Sensitive non-classified information must be protected from eavesdropping and observation during teleworking and missions outside the office, and must not be handled or stored in public.—moved to new Article 17b]

13090/1/23 REV 1 JP/bh 12 ORG 5.C LIMITE EN

- [7. Documents containing sensitive non-classified information must only be handled and stored on equipment or applications that are appropriately secured under the responsibility of Union institutions and bodies. moved to new Article 17b]
- **4.8**. Union **entities** institutions and bodies must **shall** provide means to prevent unauthorised persons, including relatives, from accessing **or modifying normal and** sensitive non-classified information handled or stored by the equipment of a Union **entity** institution or body, when working outside the place of employment.
- [5.9. Union entities institutions and bodies shall must instruct their personnel to:
 - (a) protect Union **entities**' institutions or bodies' equipment handling **normal** and sensitive non-public information from theft, loss and damage and report immediately any such or other adverse security event impacting their devices or the information therein;
 - (b) not share their devices with any unauthorised persons;
 - [(c) not use the equipment for non-work private related activities.]- moved back from Article

 17c(4) compared to previous version 13090/23]
- [10. Union institutions and bodies must ensure that, as far as possible, their equipment or their appropriately secured applications are used to handle and store any sensitive non-classified documents in electronic format outside their sites. Handling of physical copies of sensitive non-classified documents outside the office should be avoided.
- 11. Where teleconference or videoconference tools are used, Union institutions and bodies must minimise the risk of unauthorised persons seeing or hearing the discussions by appropriately authenticating participants and using encrypted communications tools compatible with the need-to-know.
- 12. Union institutions and bodies shall provide training to all personnel working remotely on the handling of sensitive non-classified information when working outside the office.

Sharing sensitive non-classified information

13. Documents containing sensitive non-classified information may be shared between Union institutions and bodies without additional formalities.

13090/1/23 REV 1 JP/bh 13
ORG 5.C LIMITE EN

- 14. Union institutions and bodies must only share documents containing sensitive nonclassified information outside all Union institutions and bodies on the basis of a commitment that binds parties to respect the handling instructions.
- 15.6. Union entities institutions and bodies must shall notify the recipients of normal and sensitive non-classified information of the obligation to not share the information with any parties outside the audience not indicated by in the distribution markings unless allowed by the originator.
- 16. Union institutions and bodies must protect the sensitive non-classified information that is provided or shared electronically through appropriate security measures including encryption in transit using appropriate cryptographic mechanisms.— merged into new Article 17d (b)]

Article 17b (new)

Additional Minimum requirements for the protection of sensitive non-classified information

- 1. Documents containing sensitive non-classified information shall specify their <u>intended</u> recipients adressees.
- 2. Documents containing sensitive non-classified inormation must only be accessible to recipients with a need-to-know for official purposes. Where distribution markings are used, permission must shall be requested from the originating Union entity institution or body to extend the distribution of a document. -moved from Annex I, paragraph 2]
- 3.7. <u>Documents containing sensitive non-classified information must shall only be handled and stored on equipment or applications that are appropriately secured under the responsibility of Union entities institutions and bodies. [- moved from Annex I, paragraph 7]</u>
- <u>3.6.</u> Sensitive non-classified information must shall be protected from eavesdropping and observation, in particular during teleworking and missions outside the office, and must shall not be handled or stored in public. moved from Annex I, paragraph 6]

13090/1/23 REV 1 JP/bh 14
ORG 5.C LIMITE EN

4.5. Physical copies of sensitive non-classified information and electronic media storing such information shall be stored, whenever possible, on official premises. When not being used, copies shall be stored in locked offices or furniture or. When removed from official premises, the information shall be kept under the control of a liable holder the official at all times, either on their person or in a locked location.

Article 17c (new) [moved from Chapters 3 and 4]

Minimum protection of normal and sensitive non-classified information in CISs

- 1. [Union **entities** institutions and bodies shall ensure that CISs meet the following minimum requirements when handling and storing normal or sensitive non-classified information:
 - (a) strong multifactor authentication shall be implemented to access SNC sensitive non-classified information and, where possible, normal information. and [SNC information shall be encrypted in transmission and in storage; moved to Article 17d]
 - [(b) encryption keys used for storage shall be under the responsibility of the Union institution or body responsible for the operation of the CIS; moved to Article 17d]
 - (b)(c) SNC information shall be stored and processed in the Union; normal and sensitive non-classified information transmitted through the networks not physically controlled by the Union entity shall be protected by cryptographic products and means recommended considered acceptable by the Interinstitutional Information Security Coordination Group on the basis of a draft-recommendation for a guidance document from the sub-group on non-classified information;
 - (cd) contractual provisions covering security of staff, assets and information shall be included in any outsourcing contracts;
 - (de) where possible, interoperable metadata shall be used to record the confidentiality level of electronic documents and to facilitate the automation of security measures;
 - (ef) measures to prevent and detect data leaks shall be implemented by the Union entities institutions and bodies;

13090/1/23 REV 1 JP/bh 15 ORG 5.C LIMITE EN

- (fg) security equipment ICT products bearing a European cybersecurity certificate at the level 'substantial' or above shall be used, where appropriate available;
- (gh) implementation of security measures based on the principles of need-to-know and zero trust to minimise access to sensitive non-classified information by service providers and contractors.—moved from Article 17(1)]
- 2. [The assessment of the information security needs shall be taken into account from the start of the creation or at the procurement stage as regards all CISs including in-house, outsourced and hybrid CISs. –moved from Article 9(1)]
- 3. [Union entities institutions and bodies shall inform users about the confidentiality levels of information that can be handled and stored in a CIS. Where a CIS handles and stores multiple confidentiality levels, metadata and visual markings shall be used to ensure that the different levels can be distinguished. —moved from Article 11(1)]
- 4. [Union entities institutions and bodies must shall instruct their personnel to:
 - (a) protect Union entities institutions or bodies' equipment handling normal and sensitive non-public information from theft, loss and damage and report immediately any such or other adverse security event impacting their devices or the information therein;
 - (b) not share their devices with any unauthorised persons;
 - (c) not use the equipment for non-work related activities.—moved from Annex I paragraph 9]
- 4.5. [Union entities institutions and bodies shall identify CIS' users before granting them access to any confidentiality levels other than public use. Users shall be authenticated at a level of assurance that is appropriate to the confidentiality level. Where appropriate, a secure common identification scheme shall be used.—moved from Article 11(2)]
- <u>5.4.</u> [Adequate security logs shall be maintained for all CISs to ensure swift investigations in the event of breaches or leaks of **normal and sensitive non-classified** information. Such logs shall be maintained for a duration established in the business impact assessment or in the relevant security policies, in a non-repudiable manner.

13090/1/23 REV 1 JP/bh 16
ORG 5.C LIMITE EN

Where a CIS handles and stores EUCI, logs related to need to know and access to information shall be maintained until the information is declassified. Security logs shall be searchable and accessible by the Security Authority.—moved from Article 11(3)]

- **6.5.** [Union **entities** institutions and bodies shall adopt internal rules on the security of CISs to specify the appropriate security measures in accordance with the security needs of the information to be handled and stored, and taking into account the jurisdictions in which the information is stored, transmitted to and handled. Where applicable, those measures shall include the following:
 - (a) restrictions on the geographical location;
 - (b) consideration of potential conflicts of interest, boycotts or penalties relating to contractors;
 - (c) contractual provisions to ensure the security of information;
 - (d) encryption of information at rest and in transit transmission;
 - (e) restrictions on the accessibility of Union entities institutions and bodies' information by contractor personnel;
 - (f) protection of personal data in accordance with the applicable data protection legislation.—

 moved from Article 11(4)]
- <u>7.8.</u> [The Union **entities** institutions and bodies shall manage their CISs in compliance with the following principles:
 - (a) each CIS shall have a system owner of and an Information Assurance Operational authority responsible for its security;
 - (b) an information security *risk management process* covering information security aspects shall be conducted;
 - (be) the security requirements and security operating procedures shall be formally defined, implemented, checked and reviewed;

13090/1/23 REV 1 JP/bh 17
ORG 5.C LIMITE EN

- (cd) information security incidents shall be formally recorded and followed up, in accordance with Regulation EU [XXX] laying down measures for a high common level of cybersecurity at the institutions, bodies, offices and agencies of the Union. –moved from Article 11(5)]
- 8.9. [The Information Assurance Authority of the Union entity institution or body concerned may check compliance with the principles set out in paragraph 1 this article at any time during the lifecycle of a CIS.—moved from Article 17(3)]
- <u>9.10.</u> [Any derogation from the minimum requirements set out in paragraphs 1 to 10 shall be subject to approval by the appropriate level of management of the Union entity institution or body concerned on the basis of a risk assessment covering the legal and technical risks to the security of the sensitive non-classified information.—moved from Article 17(2)]

Article 17 d (new)[- text moved from Chapter 4, Article 17]

Additional Minimum protection of sensitive non-classified information in CISs

- 1. Union **entities** institutions and bodies shall ensure that CISs meet the following minimum requirements when handling and storing sensitive non-classified information moved from Article 17(1)]:
 - (a) sensitive non-classified $\frac{SNC}{SNC}$ information on devices connected to public networks and on storage media without strong physical access control shall be encrypted. partially moved from Article 17(1)(a)
 - (b) encryption keys used for storage shall be under the responsibility <u>and control</u> of the Union entity institution or body responsible for the operation of the CIS.- moved from Article 17(1)(b) and merged with Annex I, paragraph 16]
- 2. [3. The Information Assurance Authority of the Union entity institution or body concerned may check compliance with the principles set out in paragraph 1 this article at any time during the lifecycle of a CIS.- moved from Article 17(3)]

13090/1/23 REV 1 JP/bh 18
ORG 5.C LIMITE EN

3. [2. Any derogation from the minimum requirements set out in paragraphs 1 and 2 shall be subject to approval by the appropriate level of management of the Union entity institution or body concerned. on the basis of a risk assessment covering the legal and technical risks to the security of the sensitive non-classified information. moved from Article 17(2)]

13090/1/23 REV 1 JP/bh 19
ORG 5.C **LIMITE EN**