

EBA staff

11 September 2017

EBA Regular Use

Information Classification - FAQs

Question	Answer
What are the new classification levels?	New classification levels: Public, EBA Regular Use, EBA Restricted and EBA Confidential. EU-Restricted level is not part of the EBA Classification levels, although occasionally the EBA may receive EU-Restricted information.
What is the meaning of each level?	For an explanation of each level, see Annex I of the Decision, pages 14-15.
Who is responsible for assigning classification levels?	Everyone must label their own documents with a classification level.
What happens if I under or over classify?	Information that is under-classified may not be treated appropriately in regard to storage and transmission requirements. Information that is over-classified may create an unnecessary administrative burden, since it requires secure storage/transmission.
If I label my documents EBA Restricted or EBA Confidential they will be safe, right?	Labelling documents appropriately is only the first step in protecting EBA Classified information. See Annex I of the Decision, pages 9 and 16 for storage and transmission requirements for EBA Classified Information.
In eDEN, what kind of permissions should be granted to EBA Confidential or EBA Restricted documents?	Permissions and classification levels should be treated separately. In eDEN, permissions should be granted on a 'need-to-know' basis, and as broadly as possible. Classification levels refer to the treatment of documents: how to store and/or transmit. <i>Generally</i> , documents classified at higher levels will be disseminated to fewer people.
What should I do in order to downgrade a document to Public?	Seek approval from your hierarchy prior to labelling documents Public.
May I send EBA Restricted or EBA Confidential documents as email attachments to <i>external recipients</i> ?	EBA Restricted or EBA Confidential should be posted on the extranet or sent via encrypted email. See Annex I of the Decision, pages 9 and 16.
May I send EBA Restricted or EBA Confidential documents as email attachments to <i>internal recipients</i> ?	No. Upload into eDEN and send eDEN links.
May I send EBA Regular Use documents as email attachments to internal/external users?	Yes, EBA Regular Use may be sent via unencrypted email. When sending to external recipients seek approval from your hierarchy (Annex I of the Decision, p. 16)