Council of the European Union
General Secretariat

Directorate-General Administration

EXTRACT

Subject: Use of the GSC's electronic network (IOLAN)
 – Updated code of practice[1]

Managing information is one of the GSC's key tasks. **IOLAN** (**I**nter-building **O**ffice **L**ocal **A**rea **N**etwork) is the main tool for processing and exchanging unclassified information on a day-to-day basis. It constitutes the GSC's IT backbone and is a critical infrastructure.

Developments in information technologies and IT applications in recent years have been fast. To take account of these developments and help ensure the network is properly used and kept safe, an updated "code of practice" for IOLAN has been issued. The new code seeks to accommodate existing IT-related threats, provides practical basic advice and recalls the main "dos" and "don'ts". It replaces the "code of practice" and "user guide" from March 2010. It is available as electronic booklet on DOMUS.

The new code has deliberately been kept short. The guidance provided is clear and concise and is based largely on common sense while relying on users' responsibility. The code has been coordinated across GSC services. It is fully in line with applicable EU data protection requirements.

By logging on to the IOLAN network, users confirm that they have read and agreed to it.

All users are invited to familiarise themselves with the new code. The IT Helpline is available to provide more detailed information and answer any questions.

William SHAPCOTT
Director-General

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[1] This staff note replaces and repeals staff note 64/10. The new code of practice refers specifically to rules and guidance set out in the following staff notes: 113/06, 15/11, 69/11, 84/11, 88/11, 97/11, 09/12, 89/12, 90/12, 49/13, 65/13

4.   PROFESSIONAL E-MAIL

E-mailing is no more secure than sending a postcard. Segregating professional and private e-mail is good practice and IOLAN users must follow any internal GSC rules on managing emails. Avoid using your professional e-mail for private purposes. Do not use your private e-mail for professional purposes.

4.1.   As a IOLAN user, you are assigned a professional e-mail address (composed of your first and last name). This is <u>not</u> your own private e-mail address; it is GSC property. You must not use your professional e-mail as a credential for non-professional purposes (e.g. to register for social networks, online purchases, etc.).

4.2.   State your professional identity by including your e-mail signature in all professional messages sent outside the GSC. The signature must not contain private information (private e-mail address, home postal address, personal mobile phone number, etc.) nor academic titles; it must include an official disclaimer in English and in French. Follow the template given in the GSC's graphic charter.

4.3.   Misuse of e-mail such as pretending to be another user ('spoofing'), taking part in chain letters or relaying spams or hoaxes is forbidden.

4.4.   You must not automatically redirect your incoming professional e-mails to an external mailbox. If you need access to your professional e-mail outside the office, make a request to the IT Helpline for remote access (see section 3).

4.5.   In professional e-mail and in your activities on the internet, do not give more information than strictly necessary. Any data and meta data (including address lists) may be used by others to profile, track and trick you.

4.6.   If you receive dubious mail, refrain from clicking on links included in them. Send any such messages as e-mail attachment to the functional mailbox spam.report@consilium.europa.eu. They will be screened for malware.