



EUROPEAN COMMISSION

LEGAL SERVICE
IT GROUP

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Rules governing access rights to documents in Solon

A person has access to a document and its possible attachment(s) if:

- (1) *She/he has an active account in Adonis **and***
- (2) *The level of Adonis confidentially granted to her/him is not inferior to the level of confidentiality of the document **and***
 - (3) *She/he has a general access to documents without restrictions on any team in Adonis **or***
 - (4) *She/he has an access granted to at least one team in Adonis being "partie prenante" for the document*
- (5) ***Or** the document is filed in a file which has been opened to all users through*
 - *either a public derogation or*
 - *a nominative derogation.*

A 'partie prenante' in a document is either :

- The team/person having registered the document,
- Any of the team/person being in attribution of the document,
- Any of the team/person being sender or co-sender of the document,
- Any of the team/person to which the document is transmitted.

Any question related to these rules, their application or the management of access rights in Solon/Adonis can be addressed to SJ DMO.

Any question related to security in IT systems in general can be addressed to SJ LISO.