

Note on redaction rules for the FOI Team

EO staff

The names of individual staff members shall be redacted with the following exceptions, which shall remain unredacted:

- a. Heads of unit and above; and
- b. All members of Cabinet.

Names of former EO staff who fall within the above two categories shall by default remain unredacted. Names of former EO staff below the rank of Head of Unit shall be redacted.

Signatures (EO staff, staff of other EU institutions and bodies and other)

Handwritten signatures shall be redacted, except for that of the EO.

E-mail addresses and other contact details

Addresses of any individual e-mail accounts shall be redacted.

Functional e-mail addresses (internal EO, other EU institutions, national or international bodies) shall not be redacted.

Contact information other than e-mail addresses

Private contact information of individuals shall be redacted.

Staff and Members of other EU institutions and bodies

Names of staff and Members of other EU institutions and bodies below the rank of Director or equivalent shall be redacted with the following exceptions:

a. staff members who are part of the political administration or organisation, insofar as this categorisation applies (such as it does to EU commissioners and members of their cabinets, or Members of the European Parliament); and

b. The Head/Executive Director/Member of the institution or body concerned.

In case of uncertainty regarding the role/function/grade of the staff or Member of EU institution or body, the name in question is redacted by way of precaution.

Persons who are not EO staff or staff other EU institutions or bodies

Names of persons who are not EO staff, but who work at or for the EO as service providers or staff thereof, shall be redacted.

Names of persons who are seconded national officials, researchers, visitors under EU or other programmes, or persons in comparable roles, shall be redacted.

Names of persons who are staff of any national or other international organisation shall be redacted.

Names of legal persons

Names of legal persons shall remain unredacted.

The application of these rules and principles may require some flexibility and exercising a judgement. The legitimate interests of the person and his or her integrity shall be taken into due consideration.