EUROPEAN CENTRAL BANK
EUROSYSTEM

ECB Confidentiality Regime
HOW TO CLASSIFY

1. Assess negative impact →

Business / financial / reputational / individual

2. Label each document

3. Add markings if useful →

Who can be granted access internally?

Impact	Classification	Access
Very High	**ECB–SECRET**	Limited to those with "need to know" approved by ECB senior manager of the originating business area
High	**ECB–CONFIDENTIAL**	Limited to those with "need to know", broad enough to enable staff to access information relevant to their tasks and take over tasks from colleagues with minimal delays
Medium	**ECB–RESTRICTED**	Can be made accessible to ECB staff, and if appropriate, ESCB/SSM staff with a legitimate interest
Low or Negligible	**ECB–UNRESTRICTED**	Can be made accessible to all ECB staff, and if appropriate, ESCB/SSM staff
None	**ECB–PUBLIC**	Authorised to be made available to the general public

For internal documents it is desirable to indicate the status "Draft", "Final" or "Updatable."

Further DG/SE authorised markings can be used with the classification to:

- specify content sensitivity e.g. "Market-sensitive" or "Personal"; and/or
- clarify access restrictions e.g. "Executive Board only"; and/or
- indicate a predictable classification change e.g. ECB-CONFIDENTIAL until approval then ECB-PUBLIC

Apart from "Embargoed until …" markings should not be used for ECB-PUBLIC documents

To receive or grant access contact your key user or your manager.
For general questions contact your BA's Information Management Specialist.

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HOW TO SHARE & PROTECT

CLASSIFICATION	DISTRIBUTION							STORAGE AND DISPOSAL		
	Internal			External (ESCB/SSM & Third party)						
	Email	Post	Approval for internal distribution	Fax (recipient availability must be confirmed)	Email	Post	Approval for distribution outside ESCB/SSM	Electronic Storage	Physical Storage	Paper disposal
ECB–SECRET	DARWIN links whenever possible	Not permitted; must be handed over personally	Senior manager of originating business area	Approved by EB member only in exceptional and urgent instances	Encryption mandatory DARWIN links whenever possible	Courier in double envelopes; receipt confirmation mandatory	Strict "need to know" approved by EB member or DMB	DARWIN, line-of-business application or encrypted storage device	Locked safe	Cross-cut shredding
ECB–CONFIDENTIAL	DARWIN links whenever possible	Sealed envelope	Manager of the information owner	Approved by senior manager only in exceptional and urgent instances	Encryption mandatory DARWIN (ESCB/SSM) or ASTRA (Third party) links whenever possible	Registered mail or courier in double envelopes	"Need to know" approved by a manager of the information owner	DARWIN, line-of-business application or encrypted storage device	Locked cupboard	ECB locked waste container
ECB–RESTRICTED	DARWIN links whenever possible	Internal mail folder	No approval required	Permitted	Encryption mandatory DARWIN (ESCB/SSM) or ASTRA (Third party) links whenever possible	National post service or courier in sealed envelope	"Need to know" No approval required.	DARWIN or line-of-business application	Locked cupboard or drawer	ECB locked waste container
ECB–UNRESTRICTED	No restrictions on distribution or removal from ECB if done for legitimate ECB/ESCB/SSM business purposes, no special rules on storage or disposal									
ECB–PUBLIC	No restrictions on distribution, storage or disposal									

Desk aid provided by DG-SE / Information Governance Division

The ECB Confidentiality Regime is set out in Chapter 3 of the Business Rulebook