



NATO UNCLASSIFIED

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THE MANAGEMENT OF NON-CLASSIFIED NATO INFORMATION

Note by the Secretary General

Reference: PO(99)47, dated 17th May, 1999

1. On 15th June, 1999, Council approved the revised NATO Information Management Policy NIMP (PO(99)47). The NIMP acts as an “umbrella” document for information policies within the Alliance – including information management, public disclosure and security. In the cover letter to PO(99)47, the “Ad Hoc Group NIMP” was tasked to develop a new C-M in order to provide implementation direction and guidance for NATO non-classified information and information which is sensitive, but not classified.
2. Until now, NATO had only defined procedures for the protection of classified information, as laid down in C-M(55)15(Final), but the handling and protection requirements for non-classified information were not defined. This situation led to the tasking of the AHWG.
3. The present document, in conjunction with PO(99)47, “NATO Information Management Policy”, defines NATO’s policy regarding the minimum standards for the protection and handling of non-classified NATO information to be applied within NATO civil and military bodies and NATO member Nations.
4. The document was agreed by the Ad Hoc Group on the NIMP and is now submitted to Council for approval. Unless I hear to the contrary by **17h30 on 23 July 2002**, I shall take it that Council has agreed to the attached document. It will then support the NIMP (PO(99)47).

(Signed) George Robertson

1 Annex

Original: English

NATO UNCLASSIFIED

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THE MANAGEMENT OF NON-CLASSIFIED NATO INFORMATION**Scope and Purpose**

1. This document is concerned with the protection and handling of non-classified NATO information¹. It establishes, in support of the NATO INFORMATION MANAGEMENT POLICY (NIMP) (PO(99)47), the basic principles and minimum standards to be applied by NATO civil and military bodies and by NATO member nations for the protection and handling of such non-classified NATO information. It complements NATO Security Policy, which establishes the basic principles and standards to be applied within NATO civil and military bodies and NATO member nations for the protection of NATO classified information².

Application

2. NATO information which does not require a security classification is known as non-classified NATO information and falls into two categories:

(a) NATO UNCLASSIFIED

NATO UNCLASSIFIED (NU) information is information which does not carry a security classification but will be marked NATO UNCLASSIFIED. Such information may carry an administrative or dissemination limitation marking (see paragraphs 9 and 10). NATO UNCLASSIFIED information shall only be used for official purposes and only individuals, bodies or organisations that require it for official NATO purposes may have access to it. NATO information marked NATO UNCLASSIFIED is subject to the release procedures, set out in paragraphs 11-15.

(b) Information releasable to the Public

Such information has been reviewed in accordance with NATO or national procedures and is determined to be releasable to the public: it shall carry no markings of any sort.

¹ NATO Information embraces all information, classified and unclassified, circulated within NATO, whether such information originates in NATO civil or military bodies or is received from member nations or from non-NATO sources.

² NATO classified information is NATO RESTRICTED, NATO CONFIDENTIAL, NATO SECRET, COSMIC TOP SECRET.

3. The Heads of NATO civil and military bodies shall develop and implement procedures to ensure that the basic principles and minimum standards contained herein are met within their areas of authority.

4. The NIMP for non-classified information shall be implemented by NATO civil and military bodies. Each nation shall use its best efforts to keep NATO UNCLASSIFIED information free from disclosure, except as herein authorised. Protective measures to be applied in industry shall be set out in NATO UNCLASSIFIED contracts or their attachments.

Principles

5. All NATO information requires protection to ensure its integrity and availability. Even for NATO information which is deemed to be releasable to the public (e.g. a NATO press release or NATO information posted on the Internet) changes to its content (loss of integrity) or denial of legitimate access (loss of availability) could result in damage to NATO interests.

6. The marking NATO UNCLASSIFIED and any administrative or dissemination limitation markings as defined in paragraphs 9 and 10, determines handling and protection requirements to restrict access. All markings are applied by the originator and may only be modified by the originator in consultation, where appropriate, with the individual to whom they refer.

7. NATO information marked NATO UNCLASSIFIED is to be used only for official purposes. Only individuals, bodies or organisations that require it for official NATO purposes may have access to it.

8. NATO information marked NATO UNCLASSIFIED is subject to release procedures (paragraphs 11 to 15 refer).

Markings

9. Administrative markings may only be applied to documents by the originator, where appropriate, to identify the type of information contained therein and to indicate the need for limited access. The administrative markings are:

Commercial :	Information containing commercial proprietary information, e.g. that received in procurement actions.
Management :	Information concerning advice on policy and planning affecting the interests of NATO.
Medical :	Information concerning medical reports and related material on personnel and units.
Personal :	Information to be seen only by the individual to whom it is addressed.
Staff :	Information containing references to named or identifiable staff.

Example: NATO UNCLASSIFIED-MEDICAL

10. Dissemination limitation markings, which restrict release to a named group, may also be applied by the originator.

Examples are:

RELEASABLE TO ...

or

(name of group) ONLY

e.g. NATO UNCLASSIFIED
Releasable to OSCE

NATO UNCLASSIFIED--COMMERCIAL
EF 2000 Project ONLY

Release of NATO UNCLASSIFIED Information outside NATO

11. NATO UNCLASSIFIED information may be released outside NATO provided that the provisions of paragraphs 12 to 15 below are followed.

12. Responsibility for the release of NATO UNCLASSIFIED information is delegated by the North Atlantic Council and Military Committee to the Heads of NATO civil or military bodies or to member nations holding that information who shall determine and elaborate any additional procedures necessary for its release.

13. NATO UNCLASSIFIED information which carries an administrative and/or dissemination marking as described in paragraphs 9 and 10 may only be released with the approval of the originator. In giving such approval, originators must comply with their national or NATO administrative and legal regulations concerning the protection of personal data.

14. When it is determined that NATO UNCLASSIFIED information may be released outside NATO, NATO markings shall be handled as follows:

- (a) release to the public: all NATO markings shall be removed;
- (b) release to non-NATO entities other than the public: the NATO markings shall be retained as an indication that this information is subject to whatever arrangements are in place for the exchange of information with the entity concerned.

15. All NATO information is subject to the provisions of the NATO Public Disclosure Policy (PO(90)32(Revised)) which provides for the disclosure of historically significant NATO information to the general public.

Records Management and Archival Functions in NATO civil and military bodies

16. The NIMP requires an information management programme of which records management and archival functions are intrinsic parts. In NATO civil and military bodies this programme will be developed by competent records officers positioned at a sufficiently high level to ensure proper authority, recognition and independence. It will include establishing filing schemes, records management and handling procedures in accordance with NATO records management and archival directives.

17. The programme will also cover the life cycle of records from creation to final disposition, either through permanent preservation in archival storage because there is residual value in the records or through destruction because there is no residual value.

Handling Requirements (Hard copy)

18. The following are the minimum requirements for the storage, transmission and destruction of hard copy NATO UNCLASSIFIED information:

- (a) storage: sufficient to deter unauthorised access;
- (b) physical transmission: single opaque envelope, regular postal services;
- (c) destruction: NATO UNCLASSIFIED information shall be destroyed by any means that can reasonably be expected to prevent recognition or reconstruction.

Handling requirements (INFOSEC)

19. When non-classified NATO information is stored, processed or transmitted (hereinafter referred to as "handled") electromagnetically, security measures are required to ensure its integrity and availability and also, in the case of NATO UNCLASSIFIED information, its confidentiality. The security of the information itself depends upon the security of the communication, information or other electronic system (hereafter referred to as "system") in which it resides and of the supporting system services and resources.

20. To achieve adequate security protection of such information handled in systems, a secure environment shall be created to meet the following security objectives:

- (a) to protect the confidentiality of NATO UNCLASSIFIED information;
- (b) to protect the integrity of non-classified NATO information and supporting systems services and resources;

(c) to protect the availability of non-classified NATO information and supporting system services.

21. The security measures for all systems handling NATO UNCLASSIFIED information shall include, where required by paragraph 19, the following:

(a) a means to reliably identify and authenticate persons with authorised access to NATO UNCLASSIFIED information; and

(b) a means to control authorised access to only those persons with a need-to-know.

In addition, there shall be a means to control the connection of systems handling NATO information.

22. Implementing directives shall be developed and maintained by the relevant NATO and national authorities.