

## Rules Regarding Access to Confidential Information from S-CIRCABC Interest Groups

Once I have been granted access rights, I commit to follow these rules regarding access to confidential information from S-CIRCABC Interest Groups.

- I have been granted the right to access solely to carry out tasks under the REACH Regulation (EC) No 1907/2006, the CLP Regulation (EC) No 1272/2008, the Biocidal Products Regulation (EU) No 528/2012 and the PIC Regulation (EU) No 649/2012 and in the application and implementation of other Community legislation, as appropriate.
- I shall not disclose to any persons any information that is not already publicly-available unless otherwise stipulated in Community law or authorised by the respective competent authority in accordance with the obligations binding on them under national legislation. I shall undertake to access only the information for which I have been granted explicit authorisation.
- In particular, I shall not disclose in any manner, to any other person or party, my user login, passwords or other details needed for logging into the S-CIRCABC application. I shall ensure that the information systems placed at my disposal are not accessible during my absence.
- I undertake to exercise the greatest discretion with regard to use of the information as well as with regard to all facts and information coming to my knowledge in the course of or in connection with the performance of my duties relating to ECHA.
- I shall destroy all confidential documents and information in a secure manner after the task has been concluded or the association with ECHA has been ended or, if national legislation so requires, they shall be stored under secure conditions for a specified length of time until they can be destroyed in a secure manner.
- I shall immediately notify ECHA of all suspected, attempted or actual security breaches which may have compromised the confidentiality of the information, including serious attempts at illegal or unauthorised entry, any loss, theft and any attempt to corrupt them with a view to gain access to the information.
- I and my organisation shall follow as closely as possible the security measures for the access to and handling of the information or other security measures in force in the organisation guaranteeing the equivalent level of protection. I shall also endeavour to participate in security and awareness briefings organised by ECHA.
  - o I shall access S-CIRCABC only in my usual working place or in working places where security measures guarantee an equivalent level of protection.
  - o IUCLID files and their attachments as well as other documents containing confidential business information uploaded to S-CIRCABC under REACH, CLP, Biocides or PIC are always considered as confidential documents regardless of whether they are or are not explicitly marked confidential.
  - o I shall not discuss the information in conversations in public places or via mobile telephone calls.

- I normally access the information only from S-CIRCABC. In exceptional circumstances I may make local copies, in electronic or paper form, of information specifically required for particular REACH, CLP, Biocides and PIC tasks, and I shall destroy them immediately they are no longer needed for this purpose, unless otherwise stipulated in national legislation.
  - I shall store such paper or electronic copies in locked cabinets and I shall not leave print-outs unprotected or unattended ('clean desk' policy).
  - I shall remove printouts immediately if printed on a shared printer, copy machine or fax machine.
  - I shall shred or securely dispose of paper copies after use.
  - I shall encrypt portable storage devices used for storage.
  - Unless otherwise stipulated in national legislation, I shall wipe or destroy data-storage devices and media containing the information if they are not needed anymore; I shall wipe, 'degauss' or physically destroy hard disks in case of failure.
- I shall use firewall and anti-virus on the workstation.
- I shall use only secure and encrypted wireless networks.
- I shall log into my workstation and S-CIRCABC using my individual user account.
- I shall change my password regularly and I shall choose complex, difficult to guess passwords.
- I shall lock my workstation ('clear screen' policy) whenever I leave it unattended and I shall configure an automatic screen-saver to lock the screen after a period of inactivity.

Finally, I shall use the information systems placed at my disposal or under my control only in the way in which they are intended to be used. In particular, I shall not try to test any weaknesses in the systems and not try to circumvent the security measures put in place.

I accept that I continue to be bound by the above obligations also after the duties for the purpose of which I have received the access to S-CIRCABC Interest Group have ceased.