



Campus Ostend

RECTO-VERSO

Please read the document (2 pages) carefully and sign at the bottom of each page.
Afterwards, you must upload it during your registration for enrollment.

SECURITY BRIEFING

STUDENTS / PARTICIPANTS / GUEST LECTURERS

1. You are being granted access to classified information necessary for participation in your course of study, conference or training program. However, it is important to be aware that your access to classified information may make you an attractive target for foreign intelligence services or even certain terrorist groups. You must, therefore, exercise appropriate caution at all times.
2. Certain books and documents are marked "NATO" or "PfP", indicating that the information in question is owned/controlled by these organizations. Safekeeping and access to this information is controlled by specific regulations.
3. A classification level is assigned to indicate the specific security precautions that must be observed in order to prevent unauthorized disclosure of the information.
4. A security violation is created by the unauthorized disclosure of classified information, voluntarily or otherwise, to a person who is not cleared to receive such information. There are several ways for this to occur, including:
 - a. Removing class notes from the building.
 - b. Making any written or oral report to a person who you aren't sure possesses the necessary security clearance. Such a person might present himself/herself as "needing" this information for official purposes.
5. Copying classified document.
As a general rule, copying classified documents is prohibited. If it is necessary to make a copy of classified material the request should be made to the class mentor, who will obtain the necessary permission. **No classified material shall be copied outside of BURDOC (Bloc H / 2 / 221).** The copied material shall be stamped and registered by BURDOC and will be treated as an official (classified) document. At the end of every course, all classified materials shall be returned to BURDOC along with all classified bookwork.
6. The possession and use of mobile phones, smartphones, tablets, smartwatches, cameras, ... are **prohibited** inside the secure classrooms and simulators. If necessary, you can use the lockers provided on each floor.
7. Every security violation must immediately be reported to the Security Officer (Ext. 30985) or the Assistant Security Officer (Ext.30985). This includes potential security violations and attempts to gain unauthorized access to classified material.
8. You are responsible and can be legally prosecuted through the Belgian courts for every security violation in which you are involved (Law of 11 December 1998 concerning the classification and the security regulations, Article 11).

***A parking ban is in force for some parking spaces every Monday from 20:00 to Tuesday 09:00.
These parking spaces are clearly marked with a sign.***

Acknowledged,

DATE :

NAME :

SIGNATURE :



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SECOPS SECURE NETWORK **NAVY ACADEMY**

Introduction

This document is an extract of the rules and procedures that have to be followed in order to work with the Secure Network Navy Academy. By signing this document you declare that you have read and understood this document. Together with a valid security clearance, this gives you the permission to work on the Secure Network.

Classification

The Secure Network at the Navy Academy is a stand-alone network which is designed to work with documents with a classification up to BE GEHEIM (Wet van 11 december 1998) RELEASABLE TO NATO, NLD STG. GEHEIM RELEASABLE TO NATO (Uitvoeringsbepaling Defensie Beveiligingsbeleid D/201) en NATO SECRET.

Rules

- Minimum clearance is NATO SECRET.
- Navy Academy Access Card is required, wear it visible at all times.
- Individually badging into the LSE is required.
- Leave your portable computing and communication devices (mobile phone, tablet, laptop, smart watch) outside the room with a secure workstation.
- Only use your portable computing and communication devices in public areas.

Handling of documents

- The classification has to be printed on every classified document.
- It is not allowed to transport documents to a network with a lower classification.
- It is not allowed to travel with classified document outside the Navy Academy without the permission of the board of the Navy Academy and without the appropriate documents.
- It is not allowed to reproduce classified documents without the permission of the board of the Navy Academy and without the appropriate documents.
- Classified documents have to be stored in an appropriate locker or safe.

Need more information? Contact your mentor.

Acknowledged,

DATE :

NAME :

SIGNATURE :