



## Instructions RIX and Monetary Policy Instruments

# **Instructions for the Riksbank's information classes**

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# Handling of information shared by the Riksbank with its counterparties

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According to the Terms and Conditions for RIX and Monetary Policy Instruments, the Riksbank's counterparties undertake to protect the information that the Riksbank shares with the counterparty in the required manner in accordance with the information management instructions for the Riksbank's information classes. This document describes the information classes and how they should be handled by counterparties depending on the information class.

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# The Riksbank's information classes

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The Riksbank has four classes of information (Public, Restricted, Confidential and Strictly Confidential<sup>1</sup>). The information class is marked on the documents shared with the Riksbank's counterparties. If a document does not contain an information class, the counterparty should contact the Riksbank to find out which information class applies. Information published on the Riksbank's website has the information class Public unless otherwise stated.

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## 1. Public<sup>2</sup>

This information class applies to information that is either intended for general distribution or for which the consequences of distribution are none or insignificant.

**Management by the counterparty:** The information may be disseminated without restriction.

## 2. Restricted<sup>3</sup>

This information class applies to information intended for the Riksbank's employees and its counterparties. If the information comes to the attention of unauthorised persons, it will have little consequence for the Riksbank.

**Management by the counterparty:** The information may only be disseminated to those employees within the counterparty's organisation who need the information to perform their work. If the information needs to be spread to another actor, for example a subcontractor, the counterparty shall ensure that this actor handles the information in accordance with the Riksbank's instructions. Storage of the information shall be access-protected. The information can be sent by e-mail.

## 3. Confidential<sup>4</sup>

This information class applies to information intended for individual Riksbank employees or counterparties. If the information comes to the attention of unauthorised persons, it will have tangible consequences for the Riksbank.

**Management by the counterparty:** The information may only be disseminated to those employees within the counterparty's organisation who need the information to

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<sup>1</sup> In Swedish the four classes are Öppen, Begränsad, Känslig and Mycket Känslig

<sup>2</sup> Corresponds to the Swedish class 'Öppen'

<sup>3</sup> Corresponds to the Swedish class 'Begränsad'

<sup>4</sup> Corresponds to the Swedish class 'Känslig'

perform their work. If the information needs to be spread to another actor, for example a subcontractor, the counterparty shall ensure that this actor handles the information in accordance with the Riksbank's instructions. Storage of the information shall be access-protected. The information may only be sent externally via encrypted e-mail (password protected). Printouts should be kept locked up in private areas or under control.

#### 4. Strictly Confidential<sup>5</sup>

The Riksbank does not share Strictly Confidential information with its counterparties within the framework of the Terms and Conditions for RIX and Monetary Policy Instruments.

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<sup>5</sup> Corresponds to the Swedish class 'Mycket Känslig'

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