

Pursuant to Article 25 paragraph 3 of the Information Security Act (Official Gazette 79/07), the Director of the Office of the National Security Council hereby issues the

ORDINANCE

ON THE CRITERIA FOR ESTABLISHING SECURITY OFFICER POSITIONS

I INTRODUCTION

Article 1

The Ordinance on the Criteria for Establishing Security Officer Positions (hereinafter referred to as “Ordinance”) shall set the criteria for establishing security officer positions and conditions for assignment to the security officer position.

Article 2

State bodies, bodies of local and regional self-government, and legal entities with public authority which generate or use classified information (hereinafter referred to as “bodies or legal entities”), are required to establish security officer positions, depending on the criteria laid down in Articles 3, 4, 5 and 6 of this Ordinance.

II CRITERIA FOR ESTABLISHING A SECURITY OFFICER POSITION

Article 3

The criteria for establishing a security officer position in a body or legal entity are: the number, type and classification level of classified information generated or used by the body or legal entity.

Article 4

A body or legal entity that generates or uses a small amount of classified information, regardless of its type or classification level, is not required to establish a new position for a security officer, but shall add the duties of a security officer to the job description of an existing position.

Paragraph 1 of this Article shall also apply to the body or legal entity that generates or uses a larger amount of classified information, but mostly at the RESTRICTED level.

Article 5

A body or legal entity that generates or uses a larger amount of classified information mostly at the CONFIDENTIAL level and higher may establish a separate security officer position.

Article 6

A body or legal entity that mostly generates or uses classified information may add the duties of a security officer to the job description of an already established organizational unit or service, or it can establish a new organizational unit or service for the duties laid down in Article 9 of this Ordinance.

III CONDITIONS FOR ASSIGNMENT TO THE SECURITY OFFICER POSITION

Article 7

The head of a body or legal entity may assign to the security officer position, or to the position to which the security officer duties have been added, an employee who meets at least the following conditions:

- University degree, i.e. undergraduate and graduate university study programme, or integrated undergraduate and graduate university study programme, or specialist graduate professional study programme,
- At least 3 years of work experience in bodies or legal entities,
- An appropriate personnel security clearance,
- English language proficiency, in bodies or legal entities handling international classified information.

Article 8

Bodies and legal entities shall inform the Office of the National Security Council, in writing, about the assignment of employees to the security officer positions or the positions to which the security officer duties have been added i.e. about the organizational unit or service referred to in Article 6 of this Ordinance.

IV SECURITY OFFICER RESPONSIBILITIES AND DUTIES

Article 9

The security officer shall be responsible for the harmonization, supervision, education about and coordination of the implementation of information security measures and standards.

The security officer shall report to the head of the body or legal entity.

Article 10

Education of security officers about the information security measures and standards shall be carried out by the Office of the National Security Council.

Article 11

The responsibilities referred to in Article 9 of this Ordinance are determined by the acts and subordinate legislation regulating information security areas: personnel security, physical security, security of information, information system security and industrial security.

V SUPERVISION OF INFORMATION SECURITY MEASURES AND STANDARDS

Article 12

The security officer shall carry out internal supervision of the implementation of information security measures and standards referred to in Article 9 of this Ordinance, at least two (2) times a year, and shall prepare a supervision report.

Article 13

The security officer shall submit the supervision report referred to in Article 12 of this Ordinance to the head of the body or legal entity.

The report shall contain:

- An assessment of the implemented information security measures and standards,
- A description of the detected deficiencies,
- A proposal of measures to remedy the deficiencies,
- Copies of the completed supervision sheets.

The supervision report referred to in paragraph 1 of this Article shall be delivered to the Office of the National Security Council.

VI TRANSITIONAL AND FINAL PROVISIONS

Article 14

Bodies or legal entities are required to establish the security officer positions in accordance with Articles 4, 5 or 6 of this Ordinance within 90 days from the day of its entry into force.

Article 15

Upon the entry into force of this Ordinance, the Ordinance on the Criteria for Establishing Security Officer Position (Official Gazette 100/08) shall cease to have effect.

Article 16

This Ordinance shall enter into force on the eighth day from its publication in the Official Gazette.

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