APPROVED

 Order of the Economic Security Bureau of Ukraine

 dated February 1, 2022 No. 27

(as amended by the Order of the Economic Security Bureau of Ukraine

No. 102 as of March 29, 2023;

as amended by the Order of the Economic Security Bureau of Ukraine

No. 125 as of May 1, 2023;

as amended by the Order of the Economic Security Bureau of Ukraine

of June 14, 2023 No.191)

**LIST**

**of data constituting proprietary information,**

**in the Economic Security Bureau of Ukraine**

1. **In the field of operational and investigative activities and the pre-trial investigation**
	1. Information on the organization and conduct of covert investigative and counterintelligence activities carried out with the use of operational and operational-technical means, except for information classified as a state secret.
	2. Information on the organization and conduct of covert investigative (detective) actions, except for information classified as a state secret
	3. Information on the implementation of confidential cooperation with individuals, except for information classified as a state secret
	4. Correspondence with the Prosecutor General office, the Ministry of internal affairs of Ukraine, the Security Service of Ukraine other state bodies, enterprises, institutions, organizations regarding operational and investigative activities and the pre-trial investigation.
	5. Information obtained in the course of operational and investigative activities, except for information classified as a state secret.
	6. Letters, certificates, conclusions and other documents (including intra-departmental documents) prepared by executors containing information that does not constitute a state secret but the disclosure of which may cause significant damage to the interests of national security, territorial integrity or public order, lead to the disclosure of confidential information, contribute to unrest or the commission of crimes, etc.
	7. Documents containing information of other state bodies, local self-government bodies, enterprises, institutions and organizations which constitutes proprietary information.
	8. Information on consideration (processing, execution, etc.) of summarized materials (additional summarized materials) received from the State financial monitoring service of Ukraine.

(clauses 1.8 and 1.9 are excluded in accordance with the ESBU order dated 14 June, 2023 No. 191, in this regard, clause 1.10 shall be considered clause 1.8.)

1. **In the field of protection of state secrets and technical protection of information**
	1. **in the field of protection of state secrets:**

2.1.1. Organization and actual state of protection of state secrets, except for information classified as a state secret.

2.1.2. The security system, intra-facility regime, technical equipment of sensitive facilities, zones, territories, premises where work related to state secrets is carried out in peacetime, if this does not disclose information classified as a state secret.

2.1.3. Information entered into the forms of accounting documentation of material information carriers with restricted access, acts of verification of their availability, handling, destruction on issues of mobilization preparation, territorial defense and civil protection for a special period which do not contain information constituting a state secret.

2.1.4. Conclusions on the results of official inspections (investigations) on the facts of disclosure of information constituting a state secret, loss of material carriers of secret information other violations of the secrecy regime, norms and requirements for technical protection of information of the first and second categories, except for information classified as a state secret and the content of the relevant conclusions.

2.1.5. Information on the layout of storage facilities for material carriers of classified information.

2.1.6. Measures to protect restricted information during the reception of foreign delegations, groups and individual foreigners, except for information classified as a state secret.

2.1.7. Lists of restricted, certified premises (zones, territories, etc.) and acts of their inspection (re-inspection).

2.1.8. Generalized information on the appointment of a person to the position of head (deputy head) of a classified body (hereinafter referred to as RSO) or an employee who is responsible for ensuring the secrecy regime or the head of a classified archival unit.

2.1.9. Information on routes of transportation of material carriers of classified information.

2.1.10. Information contained in lists, protocols, acts concerning material carriers of classified information (checking the availability of MNSI, reviewing access restriction stamps, destruction, acceptance and transfer).

2.1.11. Information that does not constitute a state secret and is contained in decisions and expert opinions of the state expert on secrets, minutes of expert commissions under the state expert on secrets; minutes and acts of expert commissions on secrets, expert commission on the examination of the value of secret documents.

2.1.12. Generalized information contained in the report on the state of protection of state secrets of an individual subject of classified activities, the generalized report on the state of protection of state secrets for the reporting subjects of classified activities and the explanatory note to the report.

2.1.13. Information on ensuring the regime of secrecy in case of introduction of the legal regime of martial law or a state of emergency.

2.1.14. Information on the conditions of location of information objects in relation to foreign representative offices, except for information constituting a state secret.

2.1.15. Information on the procedure for officials to take measures to ensure the secrecy regime in the event of a threat of seizure of material carriers of classified information (action plan).

2.1.16. Information on the grounds for classifying information as a state secret and justification of damage to the national security of Ukraine in case of its disclosure, contained in decisions and expert opinions of the state expert on secrets.

2.1.17. Information on the procedure for transferring and accepting premises and objects, including sensitive ones under protection.

2.1.18. Information on the nomenclature of positions of employees whose occupation requires admission and access to state secrets.

2.1.19. Information on granting, re-issuing and canceling of access to state secrets to employees of the ESBU including aggregate information about the person who has been granted access to state secrets (surname, name, patronymic, date and place of birth, place of residence, position, name of the body, unit, number and date of the order, instruction on granting access) (completed registration card of the citizen on granting access to state secrets, card of the results of the inspection in connection with access to state secrets, etc.

2.1.20.Information specified in the nomenclature of secret files, logs of accounting of material carriers of secret information, descriptions of material carriers of secret information to be transferred for archival storage in case of availability of information with restricted access, except for information containing state secrets.

2.1.21. Generalized information on the procedure for the transfer of tangible carriers of classified information in case of change of the head of the RSO, reorganization or liquidation of the RSO.

2.1.22. Information contained in orders on granting/terminating access to state secrets to employees of the ESBU.

**2.2. in the field of technical protection of information:**

2.2.1. Information on the categorization, inspection of objects of information activity (objects of electronic computing equipment) of the ESBU and creation, testing, trial operation of integrated information security systems in information, electronic communication or information and communication systems (automated systems) in which information subject to protection circulates.

2.2.2. Information on the aggregate of all component indicators on requirements (recommendations) for ensuring technical protection of confidential and proprietary information circulating at a specific information activity facility or processed in a specific information, electronic communication or information and communication system (automated system) of the ESBU.

2.2.3. Information on certain indicators of placement, construction of information facilities of the ESBU in which information with limited access circulates (situational and master plans, schemes of placement and laying of cable lines, content of measures and composition of technical information protection means, etc.

2.2.4. Information on the procedure for the production, accounting and storage of passwords, keys and identifiers used in the information and communication (automated) systems of the ESBU where open information and/or restricted information is processed.

2.2.5. Information on technical means by which restricted information is processed, the procedure for their protection and evacuation.

2.2.6. Information on the results of state examinations in the field of technical information protection of integrated information protection systems in information, electronic communication or information and communication systems (automated systems) of the ESBU in which information subject to protection circulates, conducted by means of expert tests or analysis of the declaration of compliance of integrated information protection systems with the requirements of regulatory documents on technical information protection.

2.2.7. Information on technical characteristics (specification) or peculiarities of application of technical information protection and countering technical intelligence means to be used at the objects of information activity of the ESBU.

2.2.8. Information on planning, implementation of measures, actual state, presence of deficiencies in the organization of technical protection of information in general regarding the ESBU, except for information constituting a state secret.

2.2.9. Information on the results of expert tests of integrated information security systems in information, electronic communication or information and communication systems (automated systems) of the ESBU for compliance with the requirements of regulatory legal acts on technical information security, except for information constituting a state secret.

2.2.10. List of technical means used for instrumental control of security of objects of information activity of the ESBU against information leakage through technical channels.

2.2.11. Information stored on the identifiers of complexes of information protection means against unauthorized access, except for information classified as a state secret.

2.2.12. Information security measures at the ESBU facilities where restricted information circulates, except for information classified as a state secret.

2.2.13. Information on the results of inspections of the state of technical protection of information, except for information classified as a state secret.

2.2.14. Information on means and measures of information protection on the restricted territory, in information, telecommunication and computer networks in restricted premises of the ESBU, except for information classified as a state secret.

1. **Work with the personnel**

3.1 Information contained in the minutes and conclusions of the ESBU Disciplinary commission.

Information contained in the materials of the internal investigation (case) after approval of the conclusion of the ESBU Disciplinary commission.

*(clause 3.1. in the wording of the ESBU order No. 191 dated 14 June,2023)*

3.2. Information on candidates for positions of service by persons holding special ranks.

3.3 Information on personal lists, positions and personal data of persons holding special ranks of the ESBU, belonging to internal security units, operational support units, units engaged in operational and search activities and pre-trial investigation, units engaged in information search and analytical and information work, home addresses.

*(clause 3.3. in the wording of the ESBU order dated 14 June, 2023 No. 191)*

3.4 Information on the service of persons holding special ranks of the ESBU (appointment, transfer, dismissal, etc., including extracts from service records).

*(clause 3.4. in the wording of the ESBU order dated 14 June, 2023 No. 191)*

*(clause 3.5. was excluded in accordance with the ESBU order dated 14.06.2023 No. 191, in this regard, clauses 3.6.-3.13. shall be considered clauses 3.5.-3.12. respectively)*

3.5. Information about past service in positions related to operational and investigative activities and state secrets in units authorized to conduct operational and technical activities, special purpose units and units engaged in information search and analytical and informational work.

*(clause 3.5. as amended by the ESBU order of 14June, 2023 No. 191)*

3.6. Information on the organization and results of the inspection of the level of service training of persons holding special ranks of the ESBU.

3.7. Information on the place, term, purpose of the business trip, position, personal data of the employee from among persons holding special ranks of the ESBU.

3.8. Information on the composition of the competition commissions for the competition for vacant positions of public and unofficial staff members who have special ranks of the ESBU in the Central office and Territorial Departmens of the ESBU, commissions for the competition in the order of promotion in the Central office and Territorial Departments of the ESBU.

Information on the course of the competition for vacant positions of public and unofficial staff members with special ranks in the ESBU and the course of the competition for promotion.

(clause 3.8. as amended by the ESBU order dated 14 June,2023 No. 191)

3.9. Information disclosing the content of tasks and answers to the qualification examination for the competition for vacant positions of public and non-public staff members with special titles in the ESBU.

(clause 3.9. in the wording of the ESBU order dated 14 June, 2023 No. 191)

3.10. Information on top-secret units, internal security units, operational support units, units engaged in operational and search activities and pre-trial investigation, units engaged in information search and analytical and information work contained in the regulations on such units and job descriptions / job responsibilities of employees of such units.

*(clause 3.10. as amended by the ESBU order dated 14 June, 2023 No. 191)*

3.11. Information contained in the orders on leave of persons holding special ranks of the ESBU.

3.12. Information on conducting psychophysiological examinations with the use of a polygraph in relation to employees of the ESBU body and candidates for positions in the ESBU which provide for special ranks of the ESBU.

*(clause 3.12. in the wording of the ESBU order dated 14 June, 2023 No. 191)*

1. **Organizational and administrative activities**

4.1 Data constituting proprietary information in the materials of staff meetings, meetings, meetings of the ESBU board, commissions, working groups (minutes, certificates, decisions, memos, etc.).

4.2. Regulatory and administrative documents on issues containing proprietary information, except for information classified as a state secret.

4.3. Work plans of structural units of internal security, classified units and units engaged in operational and investigative activities and pre-trial investigation, except for information classified as a state secret.

1. **Financial and resource support**

5.1. Information created in the course of the implementation of the state budget policy in the process of drawing up, reviewing, approving and executing estimates of expenses for the maintenance of the Central office and Territorial Departmens of the ESBU as well as keeping accounting records of the financial and economic activities of the ESBU and drawing up financial and budget statements, taking into account the limitations provided for The Constitution of Ukraine, the Criminal Procedure Code of Ukraine, the Budget code of Ukraine, the laws of Ukraine "On access to public information", "On the Economic Security Bureau of Ukraine", "On operational and investigative activities", "On state secrets", "On information", " On the protection of personal data", Resolution of the Cabinet of Ministers of Ukraine dated 19 October, 2016 No. 736 "On the approval of the Standard instructions on the procedure for record-keeping, storage, use and destruction of documents and other material carriers of information containing official information", this List with the exception of information which are classified as a state secret.

5.2. Information on financial support of operational and investigative activities of the ESBU.

5.3. Information on the determination of the amount, accrual and payment of financial support to persons holding special ranks of the ESBU.

5.4. Procedure and results of control measures on the implementation of the budget program under CPCEL 6491010 "Leadership and management in the field of economic security".

5.5. Information on the accounting of weapons and special means in the ESBU.

5.6. Information on the types and quantity of departmental firearms, ammunition, special equipment that are registered and stored in the ESBU, weapons storage rooms.

5.7. Information on the place, procedure of storage, transportation routes and measures for the preservation of weapons, ammunition and special equipment, except for information classified as a state secret.

5.8. Data containing information on special (specialized) vehicles and employees of the ESBU who are assigned to such vehicles, except for information classified as a state secret.

5.9. Information contained in the acts of acceptance and transfer of documents, property and other material assets of the ESBU that are classified as proprietary information.

5.10. Information on the existing video surveillance system in the bodies of the ESBU location of its elements and the list of persons who have access to it.

5.11. Information on the existing access control system in the ESBU location of its elements and the list of persons who have access to it.

**6. Anti-corruption activities**

6.1. Information contained in the materials on taking measures to protect whistleblowers who report illegal actions or omissions of other employees of the ESBU.

6.2. Information contained in the materials of control over compliance by the employees of the ESBU with the requirements and restrictions established by the Law of Ukraine "On prevention of corruption" and the Law of Ukraine "On the Economic Security Bureau of Ukraine".

6.3. Information contained in the materials of integrity checks of the employees of the ESBU and monitoring of their lifestyle.

**7. Mobilization work**

7.1. Information on mobilization preparation measures, the mobilization plan of the ESBU and its Territorial Departmens.

7.2. Information contained in the methodological materials on mobilization preparation.

7.3. Information on the implementation of laws and other normative legal acts on mobilization preparation.

7.4. Information on persons liable for military service reserved for the ESBU and its Territorial Departmens.

7.5. Information on measures envisaged to ensure the effective functioning of the ESBU and its Territorial Departmens during the special period.

7.6. Information on the state of mobilization readiness of the ESBU and its Territorial Departmens.

7.7. Information on the organization of warning, control and communication, the procedure for transferring the ESBU and its Territorial Departmens to the mode of operation in a special period, except for those constituting a state secret.

7.8. Information on long-term and annual mobilization training programs of the ESBU and its Territorial Departmens.

7.9. Information on the need for allocations and actual financial expenditures for the mobilization preparation of the ESBU and its Territorial Departmens, except for those that constitute a state secret.

7.10. Information on the access of employees of the ESBU and its Territorial Departmens to secret mobilization documents, except for those constituting a state secret.

7.11. Information on the number of persons liable for military service and equipment registered with the military, intended for manning the Armed Forces of Ukraine and other military formations.

7.12. Information on the needs, volumes of material, technical and financial support for the measures envisaged in the mobilization plans.

7.13. Information on employees liable for military service called up for military service during mobilization to the Armed Forces of Ukraine and other military formations.

*(clause 7.13. as amended by the ESBU order dated 14 June,2023 No. 191)*

7.14. Information on employees performing tasks in the field of state defense.

7.15. Information about employees who have received the status of a participant in military operations (JFO).

7.16. Information on the allocation of buildings, structures, land plots, vehicles and other material and technical means to the Armed Forces of Ukraine and other military formations during a special period.

*(Section 7 is supplemented with a new clause 7.16. according to the ESBU order dated 14 June,2023 No. 191)*

**8. Coordination and monitoring activities, internal security and protection of employees of the ESBU**

8.1. Information and materials created and collected by the structural units entrusted with the functions of internal security and protection of employees in the course of their activities, except for information constituting a state secret.

8.2. Information on the organization and implementation of measures to protect the employees of the ESBU and their family members, except for information constituting a state secret.

8.3. Information on the development of measures to counteract illegal and provocative actions against the employees of the ESBU in connection with the performance of official duties\ as well as their family members, except for information constituting a state secret.

8.4. Information on comprehensive inspections and control checks of the ESBU units and Territorial Departmens by the structural units entrusted with the functions of internal security and protection of employees.

8.5. Information on forms and methods of operational and technical inspections of places of permanent and temporary stay of protected persons.

8.6. Information about enterprises, institutions, organizations regardless of their form of ownership in respect of which operational and investigative measures are carried out by the ESBU except for information constituting a state secret.

8.7. Information on the activities of legendary enterprises, except for information constituting a state secret.

8.8. Information on the equipment of office and security premises of the administrative buildings of the ESBU and Territorial Departmens, except for information constituting a state secret.

8.9. Information on codes (passwords) for arming (disarming) the objects, schematic diagrams of their equipment and blocking by means of fire and security alarms, methods of disabling these means.

8.10. Information on the procedure for transferring and accepting equipment of service and restricted premises of the administrative buildings of the ESBU and Territorial Departmens under protection.

8.11. Information on special software, information exchange protocols, communication lines, including between components of alarm transmission systems in the security system of the service and restricted premises of the administrative buildings of the ESBU and Territorial Departmens.

8.12. Information on the organization of access control, security and defense, equipment of the property complex of the ESBU and its Territorial Departmens in peacetime in case of introduction of an enhanced version of official activity or a threat of a terrorist act.

8.13. Information on video surveillance schemes, equipment and placement of fire and security and alarm systems in the service and security premises of the administrative buildings of the ESBU and its Territorial Departmens.

8.14. Information on the procedure of actions of the employees of the unit responsible for organizing access control and prompt response in case of announcement of civil protection warning signals, implementation of emergency response plans for man-made and natural disasters.

8.15. Information on the procedure of actions of the employees of the unit responsible for organizing the access control regime and operational response in case of putting into effect the civil protection plan for a special period, transferring the ESBU units to the appropriate levels of readiness, except for information constituting a state secret.

8.16. Information on the availability of restricted premises, certified premises, places of storage of material carriers of classified information their equipment, condition and security systems, the procedure for transferring and accepting them under protection and evacuation.

8.17. Information on the procedure of actions of the employees of the ESBU in case of announcement of civil defense warning signals, implementation of emergency response plans for man-made and natural disasters.

8.18. Information on the procedure of actions of the employees of the ESBU in case of implementation of the civil protection plan for a special period, transfer of ESBU units to the appropriate levels of readiness, except for information constituting a state secret.

**9. Civil defense**

9.1. Information on civil protection by individual indicators on the location (address of actual location), functioning, characteristics of specific (urban, spare non-urban) control points.

9.2. Information on the organization of alerting or communication in the sphere of civil protection for a special period, in a state of emergency or in case of a threat or commission of terrorist acts by the central executive authority.

9.3. Information on standards, measures, tasks and planning of civil protection measures.

*(Section 10 is excluded in accordance with the ESBU order dated 01 May,2023 No. 125)*

**11. Cryptographic protection of information**

11.1. Information (by individual indicators) on the content, condition, presence of deficiencies in the organization or provision of security, plans for the development of the cryptographic information protection system in the ESBU the procedure for the use of cryptographic information protection means, the results of operation of these means, except for those constituting a state secret.

*(clause 11.1. in the wording of the ESBU order No. 191 dated 14 June, 2023)*

11.2. Information on existing and prospective special communication systems and complexes used or planned for use in the ESBU.

*(clause 11.2. in the wording of the ESBU order No. 191 dated 14 June, 2023)*

11.3. Information on the content of measures, status, planning for the organization and security of special types of communications if this information does not constitute a state secret.

11.4. Information by individual indicators on the procedure for accounting, use and handling of means of cryptographic protection of proprietary information and key documents to them, as well as on the transfer (sending) of these means, key documents, regulatory, technical and operational documentation.

11.5. Information on the nomenclature, quantity and tactical and technical characteristics of technical means used in networks or complexes of governmental or special communications, except for those constituting a state secret.

11.6. Information about cryptographic systems or means of cryptographic protection of proprietary information, if they disclose their cryptographic scheme (protection scheme, principles of construction or cryptographic parameters).

11.7. Information on the nomenclature, number of means of cryptographic protection of proprietary information, their location.

11.8. Information (by individual indicators) on: content, condition, presence of deficiencies in the organization or security of the system of cryptographic protection of proprietary information, the procedure for the use (operation) of means of cryptographic protection of proprietary information, the results of operation of these means.

11.9. Information on the interaction of the ESBU with state authorities, enterprises, institutions and organizations in the field of cryptographic protection of proprietary and classified information if this information does not constitute a state secret.

11.10. Information on the procedure of use, handling, technical characteristics of key documents and content of key data to means of cryptographic protection of proprietary information.

11.11. Information on the nomenclature, tactical and technical characteristics of means of cryptographic protection of classified information if this information does not constitute a state secret.

11.12. Information (content, structure and full name) on normative legal acts and normative documents on cryptographic protection of secret and proprietary information if this information does not constitute a state secret.

11.13. Information on the state, planning, organization and implementation of departmental control over the state of cryptographic protection of restricted information, the requirement for protection of which is established by law if this information does not constitute a state secret.

11.14. Information on provision of special communications to the officials of the ESBU installation and/or removal of special communications equipment, as well as information contained in directories, lists and lists of special communications subscribers.

*(clause 11.14. as amended by the ESBU order dated 14 June, 2023 No. 191)*

11.15. Information on individual indicators on the security of governmental and special types of communication, if they do not disclose the norms (requirements) and methods of controlling the technical protection of information, except for those constituting a state secret.

11.16. Information on the planning, organization and execution of work by personnel with means of cryptographic protection of classified information, key documents, ciphers, as well as the granting (revocation) of access to encryption work, if this information does not constitute a state secret.

11.17. Information on the positions, which require the granting of access to ciphers.

*(clause 11.17. in the wording of the ESBU order dated 14 June, 2023 No. 191)*

11.18. Information on certain sections of the routes of channels or cables (lines) of governmental or special communications, except for information constituting a state secret.

11.19. Information on the state of security of special communications in the ESBU, except for information constituting a state secret.

*(section 11 is supplemented with a new clause 11.19. according to the ESBU order of 14 June, 2023 No. 191)*

11.20. Information that discloses the content of measures to control the security of special communications in the ESBU.

*(section 11 is supplemented with a new clause 11.20. in accordance with the ESBU order dated 14 June, 2023 No. 191)*

11.21. Information on communication security breaches that lead to disclosure of restricted information.

*(section 11 is supplemented with a new clause 11.21. according to the ESBU order dated 14 June, 2023 No. 191)*

**12. Information and analytical activities**

12.1. Analytical products of the ESBU (in case of use of data constituting proprietary information).

12.2 Information documents of the ESBU (in case of use of data constituting proprietary information).

12.3 Indicators (markers) of risks of criminal offenses.

*(The list is supplemented with a new section 12 in accordance with the ESBU order dated 14 June, 2023 No. 191)*