

## Chapter VI

# Security

### Article 18 On induction

- 18.1 On taking up their duties, all newly-appointed members of the staff shall acquaint themselves with the Security Regulations applicable to the NATO body concerned.
- 18.2 New members of the staff shall sign a declaration stating that they:
- (a) assume responsibility for preserving the secrecy of the classified information with which their duties may bring them into contact;
  - (b) undertake to comply with the Security Regulations;
  - (c) undertake on separation from the Organization to return any classified documents which may be in their possession.

### Article 19 On separation

- 19.1 On separation, the attention of the members of the staff shall be drawn to the declaration signed by them on appointment to the NATO body and they shall be reminded that, even after separation, they are still bound by the Security Regulations.
- 19.2 They shall then sign a declaration:
- (a) certifying that they have returned the classified documents which were in their possession;
  - (b) undertaking to safeguard the secrecy of all classified information of which they have had cognizance.

**Article 20      Loss or compromise of classified documents**

In the event of the loss of a classified document or of any incident compromising the secrecy of classified information, the staff members concerned shall immediately notify the security officer or other designated official of the NATO body in which they are employed.

**Article 21      Obligations prior to marriage**

- 21.1 Any member of the staff planning to marry shall, under a procedure to be prescribed by the Head of each NATO body, notify the personnel officer or other designated official of this intention at least 3 months before the date fixed for the ceremony.
- 21.2 The future spouse is required to fill in the same personal particulars form as applicants for appointment to the staff.