

Level	Classification	Description	TLP Marking	Document Marking	Information Sharing	Technical Transfer Methods	Teleconference Calls	Storage (Logical)	Storage (Physical)	Disposal and Destruction
1	Public	Information is publicly accessible or intended for public disclosure. A breach of confidentiality does not affect PBS's legitimate interests.	When sharing information with third parties and using classification according to the traffic light protocol [1] (hereinafter referred to as "TLP"), the designation TLP:CLEAR is used.	On the title page	Unrestricted	Unrestricted	Unrestricted	Unrestricted	Unrestricted	Specified in OSS 01-01-02
2	Internal	Information is not publicly accessible; protection is not required by law or contract.	When sharing information with third parties and using TLP classification, the TLP:GREEN designation is primarily used.	On the title page	Internal - with all PBS employees Externally – signed NDA recommended	Email - unrestricted, Network - internal recommended encryption	Recommended to avoid public spaces	On ICT PBS systems	In PBS - non-public areas (offices, archives)	
3	Sensitive	Information is not public, and its protection is required by law or contract (e.g., business negotiations, personal data).	When sharing information with third parties and using TLP classification, the TLP:AMBER or TLP:AMBER+STRICT designation is primarily used.	On the title page	Internal - limited PBS employees, External - NDA required within defined scope	Email - encrypted, Secure storage with access control	Closed spaces, outside third-party reach	On encrypted PBS systems (notebook, server, sharepoint, USB)	In PBS - locked cabinets, archives	
	Highly Sensitive	Information is not public, and its disclosure would significantly harm PBS (e.g., strategic business categories, special personal data).	When sharing information with third parties and using TLP classification, the TLP:RED designation is primarily used.	On the title page	Internal - strictly limited PBS employees, External - NDA required within defined scope	Email - encrypted, Secure storage with strict access control	Use Signal app, no unauthorized persons	On encrypted PBS systems (notebook, server, encrypted USB)	In PBS - locked or restricted-access areas	

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- The above classification of documents does not affect the employee's right (i) to handle information about the amount and structure of his or her own salary or remuneration under an agreement, (ii) use employment documents addressed to them or agreed with them to the extent necessary to exercise their rights or fulfill their obligations, and (iii) handle their personal data contained in such employment documents, all in accordance with legal regulations.