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DP 053

1997-07-17

## REPORTING OF ACTUAL AND SUSPECTED BREACHES AND VIOLATIONS OF SECURITY

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### Table of Contents

1. [Background](#)
  2. [Policy](#)
  3. [Scope](#)
  4. [Definitions](#)
  5. [Roles and Responsibilities](#)
  6. [Guidelines](#)
  7. [References](#)
  8. [Inquiries](#)
- 

### 1. BACKGROUND

The Government Security Policy (GSP) requires the reporting of security breaches and violations. The associated Security Organization and Administration Standard (Chapter 2-1 of the Treasury Board Manual, Security) prescribes the establishment of procedures for the reporting of suspected, possible or probable breaches and violations of security. This departmental policy sets out the policy and minimum reporting requirements for actual and suspected breaches and violations of security in Public Works and Government Services Canada (PWGSC).



### 2. POLICY

Public Works and Government Services Canada shall ensure that all actual and suspected breaches and violations of security are reported in accordance with the GSP.



### 3. SCOPE

This departmental policy applies to all employees of PWGSC, including Special Operating Agencies, as well as other personnel having authorized access to sensitive information or assets in conjunction with government programs or contracts and other arrangements administered by the department.



### 4. DEFINITIONS

Breach of Security (infraction à la sécurité) means when any sensitive information and assets have been compromised. Without restricting its scope, a breach may include compromise in circumstances that make it probable that a breach has occurred.

Classified Assets (biens classifiés) means assets, other than information, that are important to the national interest and therefore warrant safeguarding.

Classified Information (renseignement classifié) means information related to the national interest that may qualify for an exemption or exclusion under the [Access to Information Act](#) or [Privacy Act](#) and the compromise of which would reasonably be expected to cause injury to the national interest.

Compromise (atteinte à l'intégrité) means unauthorized disclosure, destruction, removal, modification or interruption.

Critical Incident (incident critique) means an unexpected event resulting in injury to persons, damage to equipment, material or the environment or the temporary disruption of essential services and where immediate action is required.

Designated Assets (biens désignés) mean assets, other than information, that have been identified by the department as being important to operations by virtue of the function performed, or as being valuable and therefore warranting safeguarding; for example, cash and other negotiables; and information technology systems that require protection to ensure the confidentiality, integrity and availability of the information stored in them.

Designated Information (renseignements désignés) means information related to other than the national interest that may qualify for an exemption or exclusion under the [Access to Information Act](#) or [Privacy Act](#).

Sensitive Asset (bien de nature délicate) means classified or designated asset.

Sensitive Information (renseignement de nature délicate) means classified or designated information.

Violation of Security (manquement à la sécurité) means any act or omission that contravenes any provision of the Government Security Policy. Such acts may include failure to classify or designate information in accordance with the policy; classification or designation, or continuation of same, in violation of the policy; unauthorized modification, retention, destruction or removal of sensitive information; and unauthorized interruption of the flow of sensitive information.



## 5. ROLES AND RESPONSIBILITIES

1. The Deputy Minister's accountability is referenced in [DP 051 - Departmental Security Program](#).
2. Branch Heads, Chief Executive Officers of Special Operating Agencies and Regional Directors General are responsible for ensuring compliance with this departmental policy.
3. The Departmental Security Officer (DSO) is responsible for ensuring that all notification and reporting required by the Government Security Policy is carried out and may issue instructions for that purpose.
4. Regional Managers responsible for Safety and Security are responsible for coordinating the reporting and recording of actual and suspected breaches and violations of security in their respective regions.
5. The Director, Operational Support Services, is responsible for coordinating the reporting of actual and suspected breaches and violations of security in the National Capital Area.
6. Supervisors are responsible for:
  1. ensuring that all persons subject to this departmental policy understand and comply with this departmental policy;
  2. ensuring that all actual and suspected breaches of security are reported to the Regional Managers responsible for Safety and Security or the Director, Operational Support Services, as appropriate.
7. All persons subject to this departmental policy are responsible for:
  1. reporting all actual and suspected breaches and violations of security to a supervisor and their Regional Manager responsible for Safety and Security or the Director, Operational Support Services, as appropriate;
  2. reporting all actual and suspected breaches and violations to the Regional Manager responsible for Safety and Security or the Director, Operational Support Services, in the event a supervisor may be implicated.



## 6. GUIDELINES

1. Where actual or suspected breaches or violations of security also constitute Critical Incidents, [DP 009 - Critical Incident Reporting Policy](#) shall apply.
2. Local procedures may be developed. However, the minimum requirements of this departmental policy must be respected.
3. Persons who may be unsure of their reporting responsibilities pursuant to this departmental policy may contact the Departmental Security Officer or their Regional Manager responsible for Safety and Security or the Director, Operational Support Services for clarification.



## 7. REFERENCES

Acts and Regulations:

- [Access to Information Act](#);
- [Privacy Act](#).

Treasury Board Publication:

- [Government Security Policy](#).

PWGSC Publications:

- [DP 009 - Critical Incident Reporting Policy](#);
- [DP 051 - Departmental Security Program](#).



## 8. INQUIRIES

Departmental:

Director  
Security Policy and Planning  
Government Operational Service  
Tel: (819) 956-4678

National Capital Area:

Director  
Operational Support Services  
Real Property Services Branch  
Tel: (819) 775-4099

Regional:

Regional Manager responsible for Safety and Security.

Original Signed by  
R.A. Quail

R. A. Quail  
Deputy Minister and  
Deputy Receiver General for Canada



