



Information Security Guide

In accordance with the Policy on Government Security (PGS), access to information is restricted to authorized individuals whose duties require such access on a "Need-to-Know" basis

CATEGORY	PROTECTED		CLASSIFIED	
	ANY INFORMATION LYING OUTSIDE THE NATIONAL INTEREST THAT COULD REASONABLY BE EXPECTED TO QUALIFY FOR AN EXEMPTION UNDER ONE OF THE PROVISIONS OF THE PRIVACY ACT AND/OR THE ACCESS TO INFORMATION ACT AND APPLIES TO SENSITIVE PERSONAL, PRIVATE, AND BUSINESS INFORMATION.		ANY INFORMATION RELATED TO THE NATIONAL INTEREST THAT COULD REASONABLY BE EXPECTED TO QUALIFY FOR AN EXEMPTION UNDER ONE OF THE PROVISIONS OF THE PRIVACY ACT AND/OR THE ACCESS TO INFORMATION ACT	
SENSITIVITY	A	B	C	TOP SECRET
Definition	Compromise could result in limited injury.	Compromise could result in grave injury, such as loss of reputation or competitive advantage.	Compromise of a very limited amount of information could result in exceptionally grave injury, such as loss of life.	Unauthorized release could cause extremely serious injury to the national interest.
Examples	Routine correspondence with name, address, gender, race, date of birth or social insurance number or PIRI. (Note: These data elements constitute Protected B information when compiled in an employee or client file)	Personal, medical or financial matters e.g. Treasury Board Submission Personal Screening Consent & Authorization, pay, test results, character references, conflicts of interest, eligibility for social benefits, etc.	Threatening life and/or related to the Departments, operations. e.g. Investigations into threats to individuals	Minutes or records of discussion of Cabinet or Cabinet Committees relating to departmental responsibilities e.g. Memoranda to Cabinet
Security Marking			Upper right corner on the face of the document	Upper right corner on each page Number each copy made Show the total number of pages on all pages. Maintain a distribution list.
Transmittal and Transport (Minimum Requirements) ¹			NOTE: When warranted by a Threat and Risk Assessment conducted by the CISO, use a higher security level of classification for storage, transportation and transmittal.	
By Hand	Between authorized persons only, depending on need-to-know principle	Between authorized persons only, depending on need-to-know principle	Between authorized persons only, depending on need-to-know principle	Between authorized persons only, depending on need-to-know principle
Mail/Courier ² (within and outside Canada)	Single envelope, gum-sealed, with no security marking on the envelope	Double envelope, gum-sealed, with no security marking on the outer envelope A briefcase or other container of equal or greater strength, locked or sealed, can replace a single sealed envelope	Double envelope, gum-sealed, with no security marking on the outer envelope A briefcase or other container of equal or greater strength, locked or sealed, can replace a single sealed envelope	Double envelope, gum-sealed, with no security marking on the outer envelope A briefcase or other container of equal or greater strength, locked or sealed, can replace a single sealed envelope
Facsimile	Fax, electronic mail	Secure Fax	Secure Fax	Consult CISO
Electronic Mail	Departmental network	Encrypt via ID-Based Certificate (myKEY)	Do not transmit	Do not transmit
Electronic Storage	Departmental network	Encrypt via ID-Based Certificate (myKEY) or CISO Approved Encrypted USB Flash Drive	Consult CISO	Consult CISO
Storage ³	Locked cabinet	Monitored open shelving and Central Registry, locked cabinet and/or security container	Locked security container	RCMP approved, locked security container
Minimum Security Zone	Operation Zone	Operation Zone	Security Zone	Security Zone
Destruction ⁴	RCMP Approved - Type III-A shredder	RCMP Approved - Type III-A shredder	RCMP Approved - Type II - Level 6 shredder	RCMP approved, locked security container
Personnel Screening Level			Reliability Status	
			Level I - Confidential	Level II - Secret
				Level III - Top Secret

¹ Transmittal - To send protected and classified information from one person or place to another by a third party, Transport - To physically hand carry protected and classified information from one person or place to another (Classification through Security Office - RCMP Guide -G1-009), Approved by the Office of the Departmental Security Officer.

² Approved for the transportation of documents classified up to and including Secret (http://www.rcmp-grc.gc.ca/physsec-secmat/res-lim/pubs/sscchlmlist_0003_e.htm)

³ Approved for the storage of records classified up to Secret in a Security or high Security Zone (4 door cabinet) (http://www.rcmp-grc.gc.ca/physsec-secmat/res-lim/pubs/sscchlmlist_0343_e.htm)

⁴ Approved for the storage of records classified up to and including Secret as described in the following link (DASCO) (http://www.rcmp-grc.gc.ca/physsec-secmat/res-lim/pubs/sscchlmlist_0373_e.htm)

⁵ Suggested equipment for destruction of information up to and including Secret & Top Secret (http://www.rcmp-grc.gc.ca/physsec-secmat/res-lim/pubs/sscchlmlist_0237_e.htm)

