

ANNEX J – Security Classifications Guide

SRCL – Security Classifications Guide

#	Role/Function	Expected Type of Data Accessed	Data Access Location (Canada / Foreign / Both)	Screening Required	Details
1.	Any contractor/sub-processor/subcontractor personnel with physical access to the Contractor data centers	<ul style="list-style-type: none"> Physical hardware Data Center facilities Data as stored on the contractor/sub-processor/subcontractor's local Backup Media 	Canada	Reliability	This is for any contractor/sub-processor/subcontractor personnel including facilities management resources that have physical access to the Cloud Services hardware equipment at the contractor/sub-processor/subcontractor data centers.
2.	Any contractor/sub-processor/subcontractor personnel who have limited logical access to the contractor/sub-processor/subcontractor services	<ul style="list-style-type: none"> All Business Data Data as stored on the contractor/sub-processor/subcontractor's compute, storage, and network components Security Data including audit logs for contractor/sub-processor/subcontractor Infrastructure components 	Both	Reliability	This is for any contractor/sub-processor/subcontractor personnel that has logical access to the Government of Canada (GC) data hosted in the contractor/sub-processor/subcontractor data centers and any sensitive system and security incident data. This can include Level 1 – Service Desk type resources.
3.	Any contractor/sub-processor/subcontractor personnel with privileged roles and unrestricted logical access to GC assets within the contractor/sub-processor/subcontractor services	<ul style="list-style-type: none"> All Business Data GC Data as stored on the contractor/sub-processor/subcontractor's compute, storage, and network components Security Data including audit logs for contractor/sub-processor/subcontractor Infrastructure components Assets include GC data and credentials 	Both	Secret	This is for any contractor/sub-processor/subcontractor personnel that has elevated privileges with unrestricted logical access to the GC assets hosted in the contractor/sub-processor/subcontractor data centers, any sensitive system and security incident data. This includes authorized access through an established process such as legal requests.

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4.	Any contractor/sub-processor/subcontractor personnel with physical or logical access to detailed design documents	<ul style="list-style-type: none"> Detailed design documents including but not limited to detailed logical and physical application, technology infrastructure solution architectures, security architecture and controls, detailed component diagrams, source code, detailed use-cases and business process maps, detailed application, data flows and data models, database designs, system interfaces, internal controls, test plans and test results 	Both	Reliability	This is mainly architecture and detailed design documentation access.
5.	Contractor Security Operations Center (SOC) Personnel	<ul style="list-style-type: none"> Data as stored on the contractor/sub-processor/subcontractor's compute, storage, and network components Security Data including audit logs for contractor/sub-processor/subcontractor Infrastructure components 	Both	Reliability	This is the contractor/sub-processor/subcontractor SOC Personnel.

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6.	4th Level Original Equipment Manufacturer (OEM) Support	<ul style="list-style-type: none"> Physical hardware Data Center facilities Data as stored on the contractor/sub-processor/subcontractor's local Backup Media 	Canada	N/A	The Contractor will use sub-contractors for some of their services as it related to data center operations. Any subcontractor should be properly engaged by the Contractor by having a contract and clear definition of work. This resource type will not have direct physical access to GC Data however they can work on issues/problems specific to their expertise level with security cleared Contractor resources who has access to the data. If the 4th Level OEM Support resource is at Contractor Data Centers, they will be escorted by cleared Contractor Operators. For example: Networking equipment support, HVAC support.

In addition to the roles above, the following covers roles related to transition/migration related services:

Track	Role	Responsibilities	Access to	Location (other than meetings)	Personnel Clearance Requirements (working assumption)
Quick Start Guide ("QSG") Training and Services Package	Consultant	Defining the project plan, designing and deploying the solution, training on product functionality	<ul style="list-style-type: none"> No access to physical systems (hands on keyboards); May attend meetings where protected system configuration data is displayed and/or discussed; No access to user data 	Onsite - N/A Remote – Yes*	Reliability or equivalent
Advisory Services	Delivery Executive, Program Manager or Project Manager	Governance / project management of the engagement	<ul style="list-style-type: none"> No access to physical systems (hands on keyboards); May attend meetings where protected system configuration data is displayed and/or discussed; No access to user data 	Onsite - N/A Remote – Yes*	Reliability or equivalent
Implementation Services	Project Manager, Consultant	Project planning, data preparation and migration, installation and configuration, conduct workshops	<ul style="list-style-type: none"> Access to Systems; May attend meetings where protected system configuration data is displayed and/or discussed; Access/Potential Access to data 	Onsite - N/A Remote – Yes*	Secret or equivalent
Training Services	Consultant	Leading workshops, creation of documents (service maps, monitoring, etc.)	<ul style="list-style-type: none"> No access to physical systems (hands on keyboards); May attend meetings where protected system configuration data is displayed and/or discussed; No access to user data 	Onsite - N/A Remote – Yes*	Reliability or equivalent

Data Cleansing, Migration and Transition Services	Data Cleansing Services Consultant	Technical oversight of engagement, general guidance, document and deliverables review	<ul style="list-style-type: none"> • Access to Systems; • Access/Potential Access to data; • Access to GC documentation as required to complete data cleansing 	Onsite - (if required by Client) Remote – Yes*	Secret or equivalent
	Migration Services Consultant	Migration of data. Post-migration support to assist Service Desks	<ul style="list-style-type: none"> • Access to Systems; • Access/Potential Access to data; • Access to GC documentation as required to complete migrations 	Onsite - (if required by Client) Remote – Yes*	Secret or equivalent
	Transition Services Consultant	<p>Remediation Phase - Working side-by-side with clients to remediate issues</p> <p>Enable Phase - Working side-by-side with clients to deploy SaaS solution</p>	<ul style="list-style-type: none"> • Access to Systems; • Access to GC documentation as required to assist in the remediation and enablement; • Potential access to user data 	Onsite - (if required by Client) Remote – Yes*	Secret or equivalent

*Foreign Recipient Contractors/Sub-processors/Sub-contractors must not allow work on or access to Canada Protected Information from a residence located outside of Canada.

Summary of clearance and assessment levels required:

	<u>Designated Organizational Screening (DOS)</u> Any Personnel with <u>NO</u> privileged roles and unrestricted logical access to GC assets within the Contractor services	<u>Designated Organizational Screening (DOS)</u> Any Personnel <u>WITH</u> privileged roles and unrestricted logical access to GC assets within the Contractor services	<u>Document Safeguarding Capabilities (DCS)</u>
Stream 1 up to Protected B (SaaS Publisher)	Reliability*	Secret	Protected B
Stream 2 up to Protected A (SaaS Publisher)	Reliability*	Secret	Protected A
Stream 3 up to Protected A (Value Added Reseller)	Reliability*	Secret	Protected A
Stream 4 Unclassified (SaaS Publisher or Value Added Reseller)	N/A	N/A	N/A

*or equivalent