

Protected Documents and Information

Staff of the Non-Public Funds, Canadian Forces and the Department of National Defence follow the categories and rules established by the Government of Canada for the handling and storing of sensitive information. The Government of Canada has established two categories of sensitivity, each with its own handling and storage requirements. The levels **protected** and **classified** are based on the exemptions contained in the Access to Information and Privacy Acts and correspond to the degree of injury unauthorized disclosure could cause to individuals, organizations or the national interest.

Since we all share the responsibility to ensure that sensitive, protected and classified information is handled properly, we ask that you adhere to the following guidelines.

Public information is available to everyone and requires no protection. It requires no security markings and individuals who handle it don't require any security clearance. It can be transmitted using normal e-mail and can be stored in any type of container. Examples include memos to all staff and general announcements.

Information is designated "PROTECTED" if its disclosure could harm interests other than harm to the "national interest." There are three levels of PROTECTED designated information that are identified as:

Guidelines	PROTECTED A:	PROTECTED B:	PROTECTED C:
Risk/injury	information that, if compromised, could reasonably be expected to cause minimal injury outside the national interest.	information that, if compromised, could reasonably be expected to cause serious injury outside the national interest.	applies to the very limited amount of information that, if compromised, could reasonably be expected to cause extremely grave injury outside the national interest.
Examples	personal information: <ul style="list-style-type: none"> names home addresses personal telephone numbers exact salary figures 	<ul style="list-style-type: none"> loss of reputation or competitive advantage medical, psychiatric or psychological information individual's finances, income, assets, bank balances personal recommendations or evaluations political beliefs, associations or lifestyle, etc. 	life threatening information and serious criminal intelligence.
Handling	can be transmitted using normal e-mail, hand-shredded, mailed in a single envelope using first class mail, faxed using a regular machine, and stored in any type of container.	requires encrypted transmission/storage (PKI), shredding using a device approved by Treasury Board, faxing with the confirmed recipient present, mail for which a signature is required, and storage in a container approved by Treasury Board.	not to be processed, stored or transmitted on designated systems; it must be handled by an appropriately accredited PC, mailed in a double envelope, shredded using a device approved by Treasury Board and should be stored in a container approved by Treasury Board.

Please note: on a daily basis most employees handle Public or Protected A information. PROTECTED B information is most often handled by senior management and by human resources managers.

Staff of the Non-Public Funds, Canadian Forces employees have enhanced reliability security clearance which is required in the handling of all levels of PROTECTED information.

Classified information is material that could be damaging to Canada if compromised. It is marked CONFIDENTIAL, SECRET OR TOP SECRET depending on the amount of damage it could cause. It is important to note that there is very little information within our organization that warrants this level of classification. Examples of classified information include briefing notes, draft legislation and defence activities currently in use.

If you are, or anticipate that you will be, handling classified information please contact your local Human Resources Manager to obtain the guidelines.