

The Security Intelligence Review Committee of the Government investigates complaints about the denial of security clearances. A review is available to anyone who is denied a security clearance, including employees, contractors and outside candidates.

## **Security infractions program**

### **Definition**

A Security Infraction is defined as a serious non-observance of the Security of Information Policy or the EDP Security Policy which could result in the compromise of classified or designated material, including computer software. The most common causes with respect to security of information are security cabinets and security shells left open after normal working hours, classified documents left out on desk tops, classified documents found in waste containers in offices, typewriter ribbons left in machines labelled "classified", etc. Failing to ensure that visitors and contractors (including equipment service personnel) are escorted at all times in controlled areas is also deemed to be a security infraction.

### **Procedures**

Security patrols are conducted by security-cleared members of the Canadian Corps of Commissionaires, generally during silent-hours but possibly during normal working and break periods, to ensure that classified material is not exposed to unauthorized persons. When unlocked cabinets or security shells, or exposed classified documents are found in offices, a Security Infraction Notice is written and the original copy is left on the individual's desk. The classified document is confiscated, placed in an envelope which is sealed with a sticker bearing the appropriate security classification, and hand-delivered to the Security Infractions Coordinator, Room BG-239 (996-7191).

It is the responsibility of the individual who receives the Security Infraction Notice, to pick up the confiscated documents and materials from the Coordinator the following working day.