Working With Classified and Protected Data

You need to know what IT equipment you can use for different levels of protected or classified information. There are two principles to keep in mind:

1) Departmental IT systems are approved to process information up to a specified maximum level of security. Applied security measures provide a level of safeguarding appropriate for information up to that specified level.

2) The level of sensitivity of the information dictates the IT equipment or IT system you must use.

The general rule is: select an IT system with adequate security measures for the sensitivity of your information. If you are to be working with IT for Protected B to Secret information, use SIGNET C4.

SIGNET C4

SIGNET C4 is distinct and separate from SIGNET 2000÷. Access to this network is available to employees who possess a minimum Level II (Secret) clearance and who have a need to process and transmit information classified up to SECRET. Because SIGNET C4 is used for more sensitive information, it has additional security features such as:

- a removable hard drive that can be stored when unattended; and
- approved encryption.

Remember that no means of processing, storing, transmitting or communicating information electronically is secure unless approved equipment and/or systems are used according to the established security standards and procedures.

Tips for Network Use

- Include a classification/protection label on all messages that are printed, stored or transmitted.
- Log off your work station (SIGNET 2000+ and C4) when you leave it unattended.
- Use approved software on servers and work stations.
- Do not install modems or connections to other computers or networks, unless authorized to do so by the system owner.