IT SECURITY CORNER

How protected is "Protected"?

When you send an e-mail message using SIGNET-D ICONDESK, you have the option of selecting one of two levels of sensitivity for the message: the default UNCLASSIFIED or PROTECTED.

There is a great deal of misunderstanding surrounding use of the term "PROTECTED" and the implications it may or may not have for the "protection" of your information. For example, when you indicate that an e-mail message is PROTECTED — either by selecting the sensitivity label as a message option or by ensuring that the word PROTECTED appears at the top of the message — you are not affording your information any greater degree of protection as far as the system is concerned.

SIGNET-D ICONDESK treats PROTECTED messages the same way it does UNCLASSIFIED. When you label an e-mail message as PROTECTED, you are in fact providing "handling instructions" to your intended recipient on how to safeguard the document in a manner consistent with that required for PROTECTED information. In other words, your selection of a PROTECTED level of sensitivity in ICONDESK e-mail does not mean that any encryption or any other safeguarding measure is applied to your message at any stage along the way. If someone wanted to intercept our satellite transmissions, they would be able to read your PROTECTED message in the same unencrypted, clear text as your UNCLASSIFIED messages.

For more information on this issue, please contact your SIGNET Systems Administrators. For information concerning the process of determining the sensitivity of a document, please contact your respective Regional Security Manager within ISR.

CLIENTIPS *Modifying footnote numbering*

· Here is an interesting tip received from Jennifer Jackson, Trade Law Division (JLT)[A-1]. If you wish to *add text to your footnote numbers,* just go to **Layout, Footnote, Options** and enter the text you wish to add in the **Style in Text** and **Style in Note** fields, between the [Suprscpt On] and [Note Num] codes, as illustrated below.

Footnote Options

Numbering

Numbering Method: | Numbers ◆ | Characters: [   ]

Style in Text: | [Suprscpt On][Note Num][Suprscpt Off] | ◀

Style in Note: | [Suprscpt On][Note Num][Suprscpt Off] | ◀

☐ Restart Numbering on Each Page

Spacing

Line Spacing in Notes: | 1

Spacing Between Notes: | 0.167"

Continued Notes

☐ Print (Continued...) Message

Minimum Note Height: | 0.500"

Position

Bottom of Page ◆

Separator

2-Inch Line ◆

[OK] [Cancel]

[A-1] This is a sample footnote (modified numbering).