

from a rival economic power or even commercial enterprises, the mischievous activities of "hackers" who try to penetrate our computer/communication systems, as well as the more traditional threat from the hostile intelligence agencies still maintained by certain countries. The risk that our own employees may disclose classified or other sensitive information is another potential threat. In any case there has been no discernible decrease in the seriousness of the challenge presented and almost certainly an increase in the range and number of targets; hence the increasing importance of security.

- (3) If our security policies and procedures are to be effective, the support of every employee is required, since a lapse by even one individual conceivably could affect the security of all governmental operations. In particular, the maintenance of good security practices is fundamental to the successful conduct of Canada's foreign policy. The achievement of this goal requires that we must be aware of our security policies and procedures and ensure that they are fully respected at all times.

1.2.4. Information Technology Security

The Government's security policy requires that adequate security be provided in the area of information technology (electronic data processing (COMPUSEC) and electronic communications (COMSEC)). The Departmental security policy addresses this requirement and this manual contains directives to ensure the security of all Departmental information technology applications, including the use of personal computers and local area networks.

1.3 SCOPE AND APPLICATION

1.3.1 Employees Covered

This manual outlines the security policies and procedures which must be observed at all times by members of the Department of Foreign Affairs as well as by members of federal and provincial departments and agencies of the Canadian Government serving at missions or participating in delegations arranged by the Department at home or abroad. The instructions in this manual shall also be observed by personnel under contract with the Department of Foreign Affairs as well as by employees of provincial governments serving