

the provisions of the *Access to Information Act*, the *Privacy Act*, and the *Government Security Policy* you are responsible for identifying the level of sensitivity for the information you create.

The departmental Classification and Designation Guide, available on the DFAIT Intranet, provides appropriate classification guidelines. You may also contact the Corporate Security Division (ISC) for additional information.

There are three levels of information sensitivity: Unclassified, Designated and Classified.

EXAMPLES OF CLASSIFIED INFORMATION

TOP SECRET

- information on potential armed hostilities toward Canada or its allies
- information about methods and successes in national intelligence and counter intelligence services
- reports, the dissemination of which could result in death or torture of an individual whose life is in the national interest

SECRET

- minutes of discussions of Cabinet or Cabinet committees
- reports concerning important international negotiations
- scientific or technical reports relating to national defence or national security

CONFIDENTIAL

- records of discussions of interdepartmental committees
- instructions for the protection of highly classified information
- reports from Missions or from Canada that may be of use to foreign powers or that could cause damage to international relations