WHAT ABOUT THE ALARM SYSTEMS?	16
WHAT ROLE DOES SECURITY HAVE REGARDING PARKING?	16
WHAT ARE THE RESPONSIBILITIES OF THE CANADIAN	
CORPS OF COMMISSIONAIRES?	16
How do I handle sensitive material?	17
HOW DO I TRANSMIT SENSITIVE MATERIAL THROUGH THE MAIL	17
WHAT IS A SECURE TELEPHONE?	17
WHAT IS A SECURE FACSIMILE?	18
HOW DO I STORE SENSITIVE MATERIAL?	18
HOW CAN I DISCUSS SENSITIVE INFORMATION?	18
WHAT ARE THE MINIMUM STORAGE REQUIREMENTS FOR	
SENSITIVE MATERIAL?	19
WHEN SHOULD A COMBINATION LOCK SETTING BE CHANGED?	19
WHAT ABOUT KEYS TO OFFICES?	19
WHAT ARE ABSENT CARDS?	20
CAN I REMOVE SENSITIVE MATERIAL TO WORK ON IT AT HOME?	20
HOW SHOULD I DISPOSE OF SENSITIVE INFORMATION?	20
HOW SHOULD I HANDLE CABINET DOCUMENTS?	21
WHAT SHOULD I DO WITH SENSITIVE INFORMATION WHEN	
I LEAVE	21
WHAT ARE BREACHES AND VIOLATIONS OF SECURITY?	22
WHAT ARE SANCTIONS AND REDRESS?	23
WHAT DOES "SECURITY OF INFORMATION TECHNOLOGY" MEAN?	
WHAT ARE DEPARTMENTAL NETWORKS?	24
WHY USE A PASSWORD?	25
How should I use diskettes?	26
HOW CAN I PROTECT MY SYSTEM FROM VIRUSES?	27
USE OF THE INTERNET	27
WHAT ARE IT SECURITY VERIFICATIONS?	29
ACRONYMS	30
GLOSSARY	31
APPENDIX A	36
APPENDIX B	38

