

# TRANSMITTAL OF SENSITIVE INFORMATION

Transmit: To transfer sensitive information and assets from one person or place to another by someone without a need to know the information or need to access the asset.

**Notes:**

1. Controlled area : combination of the three zones- Operations Zone, Security Zone, and High Security Zone to which access is restricted.

2. Addressing: Normally address in non-specific manner but when necessary to restrict access add "...To be opened only by...(Name or position)".

3. Special transmittal method requests must be accompanied by - Authorization for use of Private Courier Service form (EXT 1223).

*Caution* : For handling procedures for Cabinet Documents, Top Secret or NATO information or assets see *Manual of Security Instructions* Chapter 2 or contact DFAIT Distribution Services (SBG).

MOVEMENT	CLASSIFICATION OR DESIGNATION OF INFORMATION							
WITHIN L.B. PEARSON BUILDING	PROTECTED A PROTECTED B CONFIDENTIAL SECRET							
	PROTECTED C							
FROM DFAIT PREMISES IN A CONTROLLED ACCESS AREA' TO A CONTROLLED ACCESS AREA' INSIDE CANADA  (e.g. Place Vanier, other Government Departments; company offices with security certification)	<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">DFAIT SERVICES</div> <table border="1" style="border-collapse: collapse;"> <tr> <td>PROTECTED A PROTECTED B</td> <td></td> </tr> <tr> <td>CONFIDENTIAL SECRET</td> <td></td> </tr> <tr> <td>PROTECTED C</td> <td></td> </tr> </table> </div>	PROTECTED A PROTECTED B		CONFIDENTIAL SECRET		PROTECTED C		
PROTECTED A PROTECTED B								
CONFIDENTIAL SECRET								
PROTECTED C								
Note : The preparation depends on the mail services used; DFAIT or external services (see last column). Contact DFAIT Distribution Services (SBG) to know the area they cover.	<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">EXTERNAL SERVICES</div> <table border="1" style="border-collapse: collapse;"> <tr> <td>PROTECTED A PROTECTED B CONFIDENTIAL SECRET</td> <td></td> </tr> <tr> <td>PROTECTED C</td> <td></td> </tr> </table> </div>	PROTECTED A PROTECTED B CONFIDENTIAL SECRET		PROTECTED C				
PROTECTED A PROTECTED B CONFIDENTIAL SECRET								
PROTECTED C								
FROM DFAIT TO DESTINATIONS OUTSIDE CANADA (OTHER THAN TO MISSIONS)	PROTECTED A PROTECTED B							
FROM DFAIT HEADQUARTERS TO CANADIAN MISSIONS OR CONSULATES OR BETWEEN CANADIAN MISSIONS	<div style="display: flex; align-items: center;"> <table border="1" style="border-collapse: collapse;"> <tr> <td>PROTECTED A</td> <td></td> </tr> <tr> <td>PROTECTED B CONFIDENTIAL</td> <td></td> </tr> <tr> <td>PROTECTED C SECRET</td> <td></td> </tr> </table> </div>	PROTECTED A		PROTECTED B CONFIDENTIAL		PROTECTED C SECRET		
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