

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	PROTECTED A PROTECTED B	
(e.g. Place Vanier, other Government Departments; company offices with security certification)	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.	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	PROTECTED A	
	PROTECTED B CONFIDENTIAL	
	PROTECTED C SECRET	