



### **WHAT ARE ABSENT CARDS?**

Absent cards are used to prevent classified/designated documents or materials from being delivered and left on desks when employees are absent.

If you know you will be away, get an Absent Card from SBAM and put it on the top of your desk and do not leave any classified/designated documents or materials on your desk.

### **CAN I REMOVE SENSITIVE MATERIAL TO WORK ON IT AT HOME?**

Sometimes you may need to work with classified/designated material during the evenings or on the weekend, but the practice of taking classified/designated information home or any other place is dangerous and is prohibited. Under certain circumstances however, permission may be given in Ottawa by the Director of a Division.

If permission is granted it will be subject to the following conditions:

- you will not be allowed to take TOP SECRET information
- you will be personally responsible for the custody of the material
- you must remain in personal possession of the information at all times.

Equipment and material (including computer equipment and software) cannot be removed from DFAIT premises without a completed GC 205 "Authority for Removal of Material from Premises" form. Likewise, use form GC 205 to remove personal belongings that may appear to be government property.

### **HOW SHOULD I DISPOSE OF SENSITIVE INFORMATION?**

Classified (Confidential and Secret) and Designated (Protected B and C) documents must be disposed of by using the shredders located on all floors of the LBP Building. If you have a large volume of classified waste (for example, if your Division is relocating or wish to dispose of Top Secret documents), call ISRG at 992-6678 to arrange for pick-up or for guidance.