

### **Storing Classified and Protected Material**

You are responsible for ensuring that all classified or protected information in your possession is safeguarded at ALL times.

DFAIT Headquarters receives over 40,000 visitors annually, so if you are away from your office for an extended period of time, lock your door, if you are in an open area, store classified and protected material in a secure place.

### **Discussing Classified and Protected Information**

- Classified and Protected C information should not be discussed in open areas nor on open or unsecured telephone lines.
- When you discuss classified and protected information with someone, ensure that the person is informed of the information's security grading, and that the person has the appropriate access level.
- In the case of a lecture or other public event, the audience should be reminded, both at the beginning and end of the event, that the intended information may be classified or protected, and at what level.

### **Minimum Storage Requirements for Classified and Protected Material**

The minimum requirements for storing classified and protected material in Canada are the following:

#### ***Top Secret***

Must be stored in a high-security zone and locked in an approved safe.

#### ***Confidential, Secret, Protected A, B, C***

May be stored in an operations zone in a security file cabinet with double hasp and approved combination padlock.

### **Changing a Combination Lock Setting**

Combination settings should be changed:

- when the person knowing the combination is transferred, terminated, or no longer requires access to the information;
- when a new person is hired; or
- when the combination is or may have been compromised;

Please forward your request by e-mail to SPAS.