



Reliable Courier Service-

a courier or mail service whose reliability has been verified with other clients, the Better Business Bureau, or police authorities by DFAIT Distribution Services and which provides proof of mailing and on request, a record of transit and of delivery.

SECRET-

classification for information which could reasonably be expected to cause serious injury to the national interest if compromised.

Security Dispatch Case-

briefcase as listed in Security Equipment Guide SSB/SG-20 which has been tested and approved for transport of sensitive information and assets. Available to departmental employees as required from ISDF.

Security Zone-

is an area to which access is controlled and limited to authorized personnel and to authorized and properly-escorted visitors and only accessible through the Operations Zone. The Security Zone will be separated from the Operations Zone by a secure perimeter.

Sensitive Asset-

items, other than information, which have been identified as being important to operations by virtue of the function performed or as being valuable and therefore warrant safeguarding, (e.g. cash and other negotiable items) or computer systems that require protection to ensure the integrity and availability of the information stored therein.

Sensitive Information-

information which is either classified or designated and requires protection or special handling.

Tagged-

tag with name and address of sender or intended recipient which is applied to Security Dispatch Case when used to transport sensitive information or assets.

TRA-

Threat and Risk Assessment