

7. Personnel Security

Policy

The Departmental Personnel Security Policy is contained in the *Manual of Security Instructions*. The policy applies to departmental employees and contract staff in Canada and at Missions, including locally-engaged staff at Missions.

Matters related to Personnel Security are dealt with by ISSV.

Safeguards

Definition

Personnel Security safeguards are the set of controls on the people that handle Classified or Designated material. The screening of personnel is linked to the kind of information or assets they will deal with.

Screening personnel

A basic tenet of good security is the "need to know" principle – limiting access to material to those people who must have access to it to do their job. In addition, the Government Security Policy requires that prospective employees pass a screening process as a condition of appointment to any new position. The screening process also applies to assignments and contracts. The type of screening depends on the type of material they must handle.

Until the appropriate checks or clearances on an individual are complete, that person cannot have access to Designated or Classified material.

Reliability checks

The Basic Reliability Check

The Basic Reliability Check is mandatory for all new appointees to the Public Service, and is a condition of their appointment. The Under-