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• **Designated Information-**

information, other than in the national interest, that may qualify for an exemption or exclusion under the Access to Information Act or Privacy Act.

DFAIT-

Department of Foreign Affairs and International Trade.

Envelope-

the jacket, wrapper, or cover used to enclose sensitive information and assets.

EXT 106-

red gummed label for use on envelopes to indicate security designation or classification and addressee.

EXT 34-

Transmittal and Receipt Note is used when a signature acknowledging receipt of documents is needed or when the sender wishes to keep a record that the document has been sent.

High Security Zone-

is an area to which access is controlled through an entry point and limited to authorized, appropriately -screened personnel and authorized and properly-escorted visitors and only accessible from the Security Zone. The High Security Zone will be separated from the Security Zone by a perimeter built to specifications recommended in the Threat and Risk Assessment.

Need-to-Access-

limiting access to areas, and assets to those who need to work there.

Need-to-Know-

limiting access to information to those whose duties require such access.

Operations Zone-

is an area where access is controlled and limited to personnel who work there and to properly-escorted visitors. Normally accessible only through the Reception Area.