

The Canadian Government does not use the classification RESTRICTED. The term is used, however, for RESTRICTED NATO or OECD (Organization for Economic Cooperation and Development) information and must be treated as PROTECTED.

Classified information must be marked with its appropriate level at the time it is created or collected.

There are two levels of designation, as follows:

PROTECTED: When the information contained therein should not be published or communicated to any person, except for official purposes.

PROTECTED (SENSITIVE):

Like Classified information, Designated information varies in its sensitivity. It must all be safeguarded. However, some of this Designated information could cause particular harm if it is disclosed or lost; it therefore warrants additional safeguards and should be marked to signal that fact, especially when it is sent outside the unit that created or collected it.

Designated information must be marked with its appropriate level at the time it is created or collected. Explanatory caveats may be used to further explain the reason for designation e.g.

PROTECTED – IMMIGRATION
PROTECTED – CONSULAR
PROTECTED – PERSONAL (SENSITIVE)

Departmental Security Classification Guide

The *Departmental Security Classification Guide* (Supplement No. 1 of the *Manual of Security Instructions*) will tell you whether to classify or designate information, how to do it and whom to consult. It also gives the caveats which should be used for designated information.