

## IDENTIFYING AND SAFEGUARDING INFORMATION

The Government Security Policy establishes policy guidelines for information security and privacy requirements. DFAIT must properly safeguard personal information and other sensitive data in its information systems or used in its programs and services. Safeguards for information and assets should clearly reflect their sensitivity, importance and value - no more and no less.

Your responsibility is to safeguard the information and assets you handle on a day-to-day-basis. This means safeguarding against unauthorized disclosure, destruction, removal or modification. No one wants to compromise any information that could endanger the national interest or private and other non-national interests for which Parliament assumes an obligation.

There are three levels of security grading for the purposes of safeguarding information:

- Unclassified
- Protected
- Classified

In your day-to-day work, make sure that you can identify information that requires safeguarding, and mark information correctly using the appropriate security marking. For example, Secret, Protected A, etc., so that others see the need for special safeguarding.

You should also be able to:

- select secure equipment and a secure location to write, discuss and transmit information;
- store information securely; and,
- destroy the information safely and securely.

### Identifying Classified and Protected Information

Not all information needs to be classified or protected. Some information and certain assets are more sensitive or valuable than others and, therefore, require stricter safeguards. In line with the provisions of the *Access to Information Act*, the *Privacy Act* and the *Government Security Policy* you are to identify the security grading for the information you create.

At a minimum, departmental information and assets should receive a level of care that is consistent with basic administrative practices. Certainly, information should never be classified nor protected to conceal violations of the law, inefficiencies or administrative errors, nor to avoid embarrassment or to restrain competition.

### Classified Information

Information is classified if its unauthorized disclosure could injure the national interest of Canada, that is, the defence and maintenance of the social, political, and economic stability of the country.