

GLOSSARY

Approved Security Container-

a container as described in the Security Equipment Guide (SSB/SG 20) which has been examined in accordance with the custom-test program and recommended and approved by the RCMP.

Assets-

material and information technology articles of value or importance, or desirability. They may include, but are not confined to:

- passport blanks, labels, inserts;
- Immigration controlled forms ("Key Forms") e.g. visas, employment and student authorizations, transportation warrants, seals;
- dry and wet seals, rubber stamps: e.g. departmental and mission seals, passport dry seals;
- computer removable hard drives;
- mission keys;
- STU-III telephone and facsimile keys.

Authorized User-

individuals having access to information who hold the appropriate security clearance or enhanced reliability status and have a need-to-know.

By-Hand Unit-

mail delivery method whereby mail is numbered and registered by the sender to enable tracking and then delivered by authorized departmental personnel employed by the mail division within the DFAIT premises.

Classified Information-

information which concerns the defence and maintenance of the social, political, and economic stability of Canada, normally referred to as "in the national interest".

Confidential-

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

Controlled Area-

the combination of Operations Zone, Security Zone, and High Security Zone to which access is restricted to properly escorted visitors and authorized personnel.