
SECURITY EDUCATION AND AWARENESS PROGRAM

SECURITY OF INFORMATION MODULE

3 hours

SE0201

This module provides information on how to recognize and process sensitive information. At the end of this course you will be able to: identify "what is an information"; recognize sensitive information; determine which information is in the "national interest"; determine which information is in "other interest"; identify the mandatory exceptions under "ATIP"; identify the discretionary exceptions under "ATIP"; and choose the level of sensitivity. It contains an overview of the classification and designation system, including a look at secure equipment, secure ways of transmitting and transporting sensitive information, storage requirement and secure ways of destroying sensitive information. NOTE: "ATIP" = Access to Information and Privacy Act.

Population: All employees

Mode of Delivery: Classroom

SITUATIONAL MANAGEMENT SEMINAR SELF-STUDY MATERIAL

2 days

SE0902

Personal Safety and Security Awareness: This module is comprised of general short lectures on selected personal safety and security topics of interests to all staff.

Population: All employees

Mode of Delivery: Distance Learning - Self directed

SITUATIONAL MANAGEMENT STRATEGIES SEMINARS (SELF DEFENCE TECHNIQUES)

2 days

SE0902

This seminar assists participants in assessing potential risks, taking preventive measures and responding in attack situation. The seminar will also cover topics such as: understanding your legal rights; dealing with abusive behaviour; awareness and avoidance considerations; verbal de-escalation; sexual harassment and workplace violence, crime preventions; situational simulations and defensive tactics. This seminar is highly recommended for employees, spouses and teen-aged children of employees departing on post.

Population: Priority to employees and to spouses and teen-aged children of employees departing on posting. Employees and their teen-aged children not posted abroad can also register for the seminar, if place available

Mode of Delivery: Classroom