

an official capacity, of any privileged information.

1.4.4 Compliance with Security Policy

All information obtained by employees of the Department in the course of their duties is an asset of the Government of Canada and shall not be disclosed, destroyed, removed, modified or interrupted without due authority. This rule is a condition of employment and may be enforced not only by administrative disciplinary measures but also by criminal prosecution under the Criminal Code or the Official Secrets Act. Employees will be rated on their security consciousness and any breach or violation of security regulations may be noted in appraisal reports and could result in disciplinary action.

1.4.5 Security Breaches

Employees are expected to report any breaches of security to their supervisors or other appropriate Departmental authorities.

1.4.6 Responsibility for Security in the Department

Within the Department of Foreign Affairs and International Trade, the Departmental Security Officer (the Director of ISS) is responsible to the Deputy Minister, through the Assistant Deputy Minister, Political and International Security Affairs (IFB) and the Director General, Security and Intelligence Bureau (ISD). In addition to the Headquarters staff of the Security Division (ISS), the Departmental security organization includes:

- (a) Heads of Missions and Mission Security Officers appointed by them;
- (b) Divisional Security Officers (where applicable), appointed by Directors on the direction of the DSO, who are responsible for supervising security arrangements within a division;
- (c) Delegation or Conference Security Officers, as required;
- (d) Divisional EDP Security Coordinators (where applicable), appointed by Directors on the direction of the DSO, who are responsible for coordinating EDP security arrangements within a division;