

Advice connected with information designated as sensitive must also be assessed for the potential injury it can cause. It, too, may be designated.

Bear in mind that it is most important to protect any advice given in making decisions that directly affect individuals.

### **Material assets**

Certain equipment or material is essential for the security of classified information. Advice on identifying and safeguarding it is available from ISSG. All COSICS equipment and many typewriters, word processors and microcomputers are in this category of equipment.

Negotiable assets, valuable equipment, or equipment critical to a departmental operation are to be designated as valuable or sensitive. Guidance on designating assets and how they should be protected is available from ISSG.

### **Classification and designation**

#### **Levels of classification and designation**

There are three levels of classification, as follows:

**TOP SECRET:** When compromise might reasonably cause exceptionally grave injury to the national interest.

In this regard, compromise means any of disclosure, destruction, removal, modification or interruption.

The impact must be great, immediate and irreparable. Obviously, the amount of information that merits this classification level is very limited.

**SECRET:** When compromise might reasonably cause serious injury to the national interest.

**CONFIDENTIAL:** When compromise might reasonably cause injury to the national interest.

Most of the information or assets meriting classification clearly falls in this category.