

TRANSPORT OF SENSITIVE

Transport: The transfer of sensitive information or assets from a controlled access area by an appropriately screened or cleared person with a need to know the information or access the asset to another appropriately screened or cleared person with a need to know the information or access the asset.

Notes:

1. Controlled Area: combination of the three - Operations Zone, Security Zone, and High Security Zone to which access is restricted.
2. Addressing - Normally address in non-specific way but when necessary to restrict access add...To be opened only by .. and name or position
3. Tag with full forwarding or return address and telephone number of carrier.
4. Contact the Management Services Unit (ISDF) for Security Dispatch Cases.

Caution : Whenever International boundaries are crossed, the use of DFAIT Diplomatic Bags is highly recommended. For handling procedures for Cabinet Documents, Top Secret or NATO information or assets see *Manual of Security Instructions* Chapter 2 or contact DFAIT Distribution Services (SBG).

DESTINATION
WITHIN L.B. PEARSON BLDG. WITHIN A CONTROLLED ACCESS AREA' (Within all towers and between towers A, B, and C when using interconnecting hallways)
WITHIN L.B. PEARSON BLDG. OUTSIDE A CONTROLLED ACCESS AREA' (when traversing public areas, main lobbies, basement corridors or garage)
FROM DFAIT HEADQUARTERS TO ANY DESTINATION INSIDE CANADA (e.g. Place Vanier, PWGSC HQ; Privy Council Office, other Government Departments. Document must remain under control of carrier at all times)
FROM CANADIAN DIPLOMATIC OR CONSULAR MISSION TO DESTINATION WITHIN HOST COUNTRY
FROM DIPLOMATIC OR CONSULAR MISSION TO DESTINATION OUTSIDE HOST COUNTRY