

Your Password

Your password is you. It is the security measure that protects YOU and YOUR IDENTITY, and it is DFAIT's security measure preventing unauthorized access to our systems. Never reveal your password to anyone — remember, anyone using your password can masquerade as you, resulting in serious implications for your career, as well as for DFAIT security.

When you are absent, use the auto-forward option to forward your e-mail to a colleague; or, use the "Permissions" tab in Outlook to delegate someone to act on your behalf. Do NOT forward your e-mail to an INTERNET address because some e-mail received may contain protected or classified information and the Internet is not secure.

Using Diskettes

Use the approved colour coded diskettes for your data files and label each disk with the correct level of classification or protection. The colour codes for diskettes are listed below.

Diskette Colour Codes

COLOUR	SYSTEM TO BE USED	APPROVED LEVELS OF CLASSIFICATION OR PROTECTION
<i>Yellow</i>	System accredited to process Top Secret information	Top Secret
<i>Red</i>	SIGNET C4	Secret, Confidential, Protected B and C
<i>All other colours</i>	SIGNET 2000+/SIGNET 3	Protected A and Unclassified

Even though the diskette colour "technically" identifies the security grading of the information it contains, the diskette should also be labelled according to the HIGHEST classification of the level of information it contains.