

## **Disposing of Classified and Protected Information**

Classified (Confidential and Secret) and Protected (Protected A, B and C) documents must be disposed of by using the shredders located on all floors. If you have a large volume of classified waste (for example, if your Division is relocating or wishes to dispose of Top Secret documents), please forward an email to SPAS to arrange for pick-up or for guidance. Unclassified information should be recycled.

## **Security Incidents (Breaches and Violations)**

A security **breach** is an unauthorized disclosure or access to classified or protected information. It can also be the loss, theft or deliberate damage of protected or classified equipment or materials.

If a security incident occurs, immediately report the incident to your supervisor and to the Departmental Security Officer (ISD). You are cautioned never to delay reporting a suspected breach of security because of embarrassment or to avoid responsibility. Further serious harm may be caused by such a delay.

A security **violation** is a failure to comply with security policies and procedures that could have led to a security breach, but did not. Such violations could occur if a person:

- failed to classify or protect information according to the Government Security Policy;
- classified or protect information in contravention of the Government Security Policy;
- altered, kept, disclosed or removed classified or protected information or assets without authorization;
- failed to safeguard classified or protected information or assets; or
- processed classified or protected information above Protected A on SIGNET 3.

Commissionaires are authorized to conduct periodic security checks. If they notice unsecured cabinets, classified and protected documents left exposed without adequate safeguarding, or combinations or keys for security containers left in open desks, they are required to issue Security Infraction Notices. These violations will also be reported to ISC.

When unsecured material is found, it can be impounded and held by SPAS. The material must be claimed immediately by the person concerned. If you are in this situation, you will need to return the signed white copy of the infraction notice to SPAS when you retrieve the confiscated material.