



EXAMPLES OF DESIGNATED INFORMATION

PROTECTED C

- reports, the dissemination of which could endanger the safety of an individual
- reports containing extremely sensitive commercial information

PROTECTED B

- records of discussions that involve the solicitor-client privilege
- reports on a company's financial status
- completed appraisal report

PROTECTED A

- an exact salary figure of an employee
- a Social Insurance Number

NOTE: Remember to always mark the information you create appropriately.

EXTRACTING CLASSIFIED INFORMATION

Information extracted from material that is already classified or designated is automatically classified/designated to match the original information. For example, if a document is classified as SECRET, a person preparing a covering briefing note simply classifies the briefing note as SECRET.

The Classification and Designation Guide also provides you with information on how to mark the following:

- | | |
|------------------------------|------------------------------|
| • Bibliographies and sources | • Forms |
| • Charts and maps | • NATO documents |
| • Films and negatives | • Documents for external use |
| • File folders | • Documents with Caveats |