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CONFIDENTIAL

TABLE OF CONTENTS

	<u>Page</u>
<u>Scope</u> -----	1
<u>Objectives</u> -----	1
<u>Departmental Responsibility</u> -----	1
<u>Application</u> -----	1
<u>Authorities and Cancellations</u> -----	2
<u>Protection of Assets</u> -----	2
Criteria for the Categorization and Designation of Classified Assets -----	2
Criteria for the Categorization of Protected Assets -----	4
Authority to Categorize and Designate -----	4
International and Federal-Provincial Agreements and Arrangements -----	4
Assets not Categorized -----	4
Risk Management -----	5
<u>Protective Measures</u> -----	5
Administrative Security -----	5
Personnel Security -----	6
Physical Security -----	7
Communications-Electronic Security -----	8
Electronic Data Processing Security -----	8
Technical Security -----	8
<u>Roles and Responsibilities</u> -----	8
Privy Council Office -----	8
Royal Canadian Mounted Police -----	9
Department of Supply and Services -----	9
Department of Public Works -----	10
Department of Communications -----	10
Communications Security Establishment -----	10
Department of National Defence and the Canadian Forces -----	11
Department of External Affairs -----	11
Public Service Commission of Canada -----	11
Ministry of Justice -----	11
Treasury Board Secretariat -----	11
<u>Implementation</u> -----	11

*Check
Forward Sub Ctr
to [unclear]*

*Personal
- more
specific
References
etc
PCO
SG.*

*Part
PHF
Criteria*

79-11-28

PROTECTION OF ASSETS POLICY

SCOPE

1. In order for the Government of Canada to meet its various responsibilities, the information and material in its care and the services it provides shall be afforded appropriate protection.

*Section 2
Some need
more
protection
than others*

Given the sensitivity and importance of certain government assets, it is incumbent upon the government to ensure that compliance with uniform standards respecting protective measures is achieved in a consistent, efficient and economical manner throughout the federal government.

*all
some
sit out
less: MS
& PS?*

OBJECTIVES

2. The objective of this security policy is to provide general principles regarding the protection of federal government assets pertaining to the national interests of Canada; the individual or corporate interests, or the proper and essential functioning of the institutions of government. These assets shall be protected in a manner which is consistent with existing statutes and which conforms as closely as possible to the principles of natural justice.

through?

(directive?)

*in accordance
with the directive,*

DEPARTMENTAL RESPONSIBILITY

3. Deputy ministers and heads of agencies shall be responsible for the protection of assets in the care or custody of their respective departments or agencies, and they shall ensure conformity to the principles of protection found in this policy and to the directives and guidelines issued pursuant to it.

under the direction of

(responsibility for)

(act with the directive)

APPLICATION

4. This policy shall be applied in a manner which ensures maximum access to government information and material, while at all times providing adequate protection for those assets which are identified as sensitive. Departments and agencies shall deal frankly and fairly with those individuals who may be affected by this policy.

how?

consistent with the purpose...

.../2

006986

9. This policy and the directives and guidelines issued pursuant to ~~it~~ ^{the} apply to all departments and agencies in Schedules A, B and C of the Financial Administration Act and to branches designated as departments for purposes of the Act.

AUTHORITIES AND CANCELLATIONS

6. This ^{directive} policy was approved by Cabinet (Date) under P.C. number (), and supersedes the following documents:

PROTECTION OF ASSETS

omit
now separate 7. ~~In order to ensure that appropriate protection is afforded all government assets~~, there shall be careful ^{govt} assessments of these assets to determine if any protection or restriction on access is required.

8. Assets requiring protection or restricted access shall be identified as "sensitive" assets and a determination shall be made of their appropriate categorization. Assets pertaining to the national interests of Canada shall be categorized as "Classified", while assets pertaining to individual or corporate interests ^{and} or to the proper and essential functioning of the institutions of government shall be categorized as "Protected".

needs to explain 9. Subsequent to the categorization of sensitive assets, threat ^{See para 22} assessments shall be undertaken and appropriate protective measures implemented, in view of the threats perceived and the probability of their occurrence.

perhaps may? 10. ~~It is incumbent upon the government to confirm the reliability and/or loyalty and character of persons who require access to assets categorized as "Protected" or "Classified".~~

Criteria for the Categorization and Designation of Classified Assets

11. Sensitive assets shall be categorized as "Classified" only when they are both eligible for exemption under the Freedom of Information Act ^{secret} and their unauthorized disclosure, destruction, removal, modification or interruption could reasonably be expected

*Consent with letter
may be filed, command*

~~CONFIDENTIAL~~

Class system

to be injurious to Canada's national interest. Assets pertaining to Canada's national interest are those concerning:

international assets

- a) ^{*supra*} international and federal/provincial agreements and arrangements;
- b) international and federal-provincial relations;
- c) the defence of Canada or any state allied or associated with Canada;
- d) the efforts of Canada toward detecting, preventing or suppressing subversive or hostile activities;
- e) security clearance investigations conducted by a government investigative body;
- f) investigations by a government investigative body pertaining to the detection, prevention or suppression of crime of a particularly sensitive nature;
- g) national economic interests; and
- h) Cabinet records concerning the above. ~~restricted~~

flag

scientific

12. Classified assets shall be designated as "Top Secret", "Secret", "Confidential" and "Restricted" according to the degree of injury that could result to Canada's national interest should unauthorized disclosure, destruction, removal, modification or interruption occur.

13. Classified assets shall be designated as "Top Secret" only when unauthorized disclosure, destruction, removal, modification or interruption could reasonably be expected to result in exceptionally grave injury to Canada's national interest.

14. Classified assets shall be designated as "Secret", only when unauthorized disclosure, destruction, removal, modification or interruption could reasonably be expected to result in serious injury to Canada's national interest.

15. Classified assets shall be designated as "Confidential" only when unauthorized disclosure, destruction, removal, modification or interruption could reasonably be expected to be prejudicial to Canada's national interest.

16. Classified assets shall be designated as "Restricted" only when unauthorized disclosure, destruction, removal, modification or interruption could reasonably be expected to be undesirable to

Canada's national interest.

Criteria for the Categorization of Protected Assets

17. ^{Sensitive} Assets shall be categorized as "Protected" only when unauthorized disclosure, destruction, removal, modification or interruption could reasonably be expected to be injurious to:

- a) ^{of} individual or corporate interests, or
- b) the proper and essential ^{contract} functioning of the institutions of government.

Assets not categorized as "Classified", but which require protection for the reasons above, shall be categorized as "Protected".

Protected assets shall range from information, such as expropriation plans or product and environmental testing, to material such as radioactive material and computer facilities for non-classified, but nevertheless important, data.

Authority to Categorize and Designate

18. The deputy minister or head of agency shall have the authority to ~~assign security categories and designations~~. The deputy head may authorize other persons to assign security categories and designations by issuing written instructions specifying the level to which these persons can categorize and/or designate sensitive assets.

Review of Categories and Designations

19. In accordance with the time periods specified in the pursuant directives and guidelines, departments and agencies shall regularly review the appropriateness of security categories and designations.

International and Federal-Provincial Agreements

20. Assets received or provided by the Government of Canada as a result of international or federal-provincial agreements or arrangements shall either retain their original ^{category +} designation or be assigned one that shall ensure the required degree of protection.

Assets Not Categorized

21. Assets not categorized as "Classified" or "Protected" shall be afforded responsible custodial care. While they do not normally require the protective measures afforded categorized assets, there may be occasion to provide extra protection in cases where, for example, significant loss through removal or destruction

.../5

threat / vulnerability

as occurred or is anticipated.

Risk Management

minor / info class
effort

22. Assessments shall be made with regard to the susceptibility of categorized assets to the threats of accidental or ^{*sensitive*} deliberate ^{*unauthorized*} disclosure, destruction, removal, modification or interruption. Subsequently, the department or agency shall undertake a risk analysis in order to determine the degree of possible harm should these threats occur.

PROTECTIVE MEASURES

23. Based upon the ^{*results of*} information derived from the risk analysis, the department or agency shall select and institute cost-effective protective measures in the following six areas, as required by this policy and the pursuant directives and guidelines.

- a) administrative ^{*one of*} security; *argu of*
- b) personnel security;
- c) physical security;
- d) communications-electronic security;
- e) electronic data processing security; and
- f) technical security.

24. In the case of assets categorized as "Classified", ^{*at least*} the minimum protective standards contained in the pursuant directives shall be adhered to. *infor?*

not fulfilled?
make more

25. In the case of assets categorized as "Protected", measures shall be selected to protect the confidentiality, integrity and/or the availability of the assets. ^{*info + other?*} *designated as off limit commensurate with guidelines*

26. In order to efficiently and economically manage the protection of assets, departments and agencies shall conform to the following ^{*requirements*} principles in each of the six areas of security and also to the directives and guidelines developed pursuant to these principles. *I*

rules direct?

Administrative Security

27. Departments and agencies shall:

manpower / capacity

- a) establish a security organization, develop individual security duties and assign ^{*appropriate?*} personnel to be responsible for these duties;

Transcript
p. 45-14
- P.D.
- Newsletter
- S.M.

- b) categorize and designate all "Classified" and "Protected" assets in their custody;
- c) perform threat assessments for all assets in their custody;
- d) consult with the ^{designated authority} Royal Canadian Mounted Police ^{requirements} regarding their security posture, except the Department of External Affairs, including Canadian diplomatic and consular posts abroad, the Department of National Defence and the Canadian Forces, when such consultation would in the opinion of the deputy head be inconsistent with the organization and operational needs of the Departments of External Affairs and National Defence and the Canadian Forces;
- e) develop, where necessary, departmental procedures and contingency plans to ensure the appropriate protection of ^{sensitive} assets in their custody;
- f) ensure that the appropriate protective measures are undertaken in a timely and effective manner;
- g) carry out ^{initiate} all ^{the} measures necessary in relation to the issuance of reliability ^{clearances}, and seek the assistance of the appropriate investigative agency when there is a security clearance requirement;
- h) ensure that all employees receive an orientation briefing with respect to their general security responsibilities and that a security education program is maintained on an ongoing basis, and
- i) ensure that ^{appropriate} custodial care is provided for assets other than those categorized as "Classified" or "Protected".

Personnel Security ~~integrity~~

28. A security clearance, involving an ^{appropriate} assessment of loyalty (and ~~when necessary~~ character), shall be a mandatory requirement

for all persons who are to have access to classified assets ^{with the result of} ~~Restricted~~

29. A reliability clearance, involving an ^{assessment} assessment of reliability/trustworthiness and a background verification, shall be a mandatory requirement for persons who are to have access to protected assets.

30. Access to classified and protected assets shall be granted only to persons who have the appropriate security clearance or

Appropriate Character Reliability

Para 7 definitives

delete

-7-
Défense plus
illégal de l'État
→ PFA + usg

reliability clearance and who need to have such access in the performance of their duties.

31. A position requiring its occupant to have access to classified or protected assets shall be identified as a "sensitive position". Position descriptions of sensitive positions shall indicate whether a security clearance (and appropriate designation) or a reliability clearance is required.

Content to be added
to be applied
PFA + usg

32. An applicant for a sensitive position shall receive the appropriate clearance prior to being eligible for appointment to the position.

33. An occupant of a sensitive position must retain the clearance required of his/her position.

34. Persons shall be informed of decisions taken to grant, deny or withdraw their security clearances or reliability clearances.

35. Procedures of review and redress shall be available to persons adversely affected by administrative decisions respecting their loyalty or reliability.

included or removed

Obligations
find other
employment

36. Breaches of security regulations and orders may result in dismissal, suspension, withdrawal of clearance, downgrading of level of clearance, reprimand, warning or other such action as is deemed appropriate by the deputy minister or head of agency

after 45
Set out criteria
Employment
PFA?

with
relevant logs

Physical Security

37. Physical security shall be a mandatory consideration during the planning, procurement, construction, modification or maintenance of facilities and equipment which accommodate or will accommodate "Classified" or "Protected" assets.

Attainable
not
impossible
requirements
Lawsuits

38. Physical security shall be a mandatory consideration during the acquisition, operation or maintenance of supporting utilities and services to facilities and equipment which accommodate "Classified" or "Protected" assets.

key
relevance?

39. Approved methods, equipment and facilities shall be used for the handling, storage, transmission, transportation and disposal of "Classified" or "Protected" assets.

40. Approved methods and equipment for control of access, movement and surveillance shall be used to protect "Classified" or "Protected" assets.

Sanctions

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Communications - Electronic Security

41. "Classified" and "Protected" information transmitted by any telecommunications system shall be protected by approved cryptographic systems or circuitry appropriate to the sensitivity involved.

42. Equipment used in the transmission or processing of "Classified" or "Protected" information shall meet approved emission security criteria, appropriate to the categorization and designation of the information involved.

43. The interconnection of telecommunications services and EDP systems shall be carefully planned and coordinated to provide appropriate security for the information being processed and transmitted.

Electronic Data Processing Security

44. Departments and agencies shall ensure that appropriate protection is afforded "Classified" and "Protected" information processed or stored in any electronic data processing system.

Defensive

Technical Security

45. Departments and agencies shall ensure that appropriate security measures are taken to protect "Classified" and "Protected" assets against audio, visual, optical and electronic penetration.

ROLES AND RESPONSIBILITIES

46. Consideration of broad security policy matters and the provision of advice and guidance regarding implementation of security policy are the responsibilities of the Cabinet Committee on Security and Intelligence (CCSI), the Interdepartmental Committee on Security and Intelligence (ICSI), and the Security Advisory Committee (SAC). Specific departments and agencies shall, when required, provide security advice, security appraisals and specialized security assistance designed to help departments and agencies maintain an adequate level of protection for "Classified" and "Protected" assets in the six areas of security.

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*with the
...
...*

47. The Privy Council Office (PCO) shall:

S/S

a) establish liaison among departments and agencies, Cabinet

.../9

006995

and interdepartmental committees on security-related matters, and

- b) participate in the formulation of security policy *proposed?* and procedures for recommendation to the CCSI and the ICSI.

48. The Royal Canadian Mounted Police (RCMP), shall:

- a) provide advice and assistance to departments and agencies, as may be required, on the implementation of protective measures;
- b) provide ~~expert~~ *advised* advice, assistance and training for department and agency security officials;
- c) *conduct* ~~conduct~~ investigations and checks for security clearances, except for the Department of National Defence (DND) and the Canadian Forces; *at request of d/dps*
- d) in accordance with prior arrangements, *by arrangement?* appraise and provide advice concerning the security posture of departments and agencies, ~~except those specified in e~~, non-military vital points (war and peace), and private sector EDP facilities processing government information;

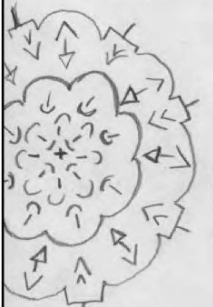
e) not be responsible for providing the appraisals and advice specified in (c) with regard to services and facilities of the Department of External Affairs, including Canadian diplomatic and consular posts abroad, the DND and the Canadian Forces; *only* such appraisal would, in the opinion of the deputy head, be inconsistent with the organization and operational needs of the Departments of External Affairs and National Defence or the Canadian Forces;

- f) provide a security consulting service to departments and agencies regarding the design of new or renovated buildings;
- g) test and rate (and install and maintain as required) physical security equipment, and
- h) conduct technical security inspections when requested.

49. The Department of Supply and Services (DSS) shall:

- a) when required, be consulted and involved at the requirements definition and procurement stages in relation to

*All items with affix
check them any number*



*Audit,
monitoring
function
Secretariat*



*LP
L
O*

*Standards
Training
Sanctions
Reviews*

*Program
with clerk*

Handwritten initials and a symbol resembling a lightning bolt.

omit?
the acquisition of guard services and physical security equipment to be supplied by DSS;

- b) by agreement with the department or agency concerned, be involved in the procurement of communications-electronic security (COMSEC) equipment and COMSEC-related items;
- c) maintain or arrange for the provision of a sufficient supply of physical security equipment;
- d) by agreement with the department or agency concerned, make contractual agreements to provide security guards, brief security guard agencies on basic security requirements, provide coordination between the guard agencies and the government, and ensure the training of security guards, and
- e) arrange for adequate security, including security and reliability clearances, for "Classified" and "Protected" assets at private sector facilities.

*Emergency
Banks
Savings
Five*

50. The Department of Public Works (DPW) shall:

- a) be responsible for the physical security of buildings in DPW custody (except defence establishments, RCMP buildings, and facilities of the Department of External Affairs, including Canadian diplomatic and consular posts abroad);
- b) provide (with the advice of the RCMP), fund, operate and maintain approved physical security equipment in government owned or leased buildings which are in DPW custody;
- c) fund and manage security guard services in multiple occupancy buildings, and
- d) share the costs of security guard services with the tenant department or agency in single occupancy buildings with commercial facilities.

*consult
DPW*

to fabricate

51. The Department of Communications (DOC) shall provide guidance and advice on COMSEC matters to those departments and agencies not represented on the SAC sub-committee, the Communications - Electronic Security Committee (CSC).

To be provided

all debt left there agreed consistently

52. The Communications Security Establishment (CSE) of DND shall plan, develop, evaluate and promote cost-effective communications-

Electronic security (COMSEC) throughout the federal government.

53. The Department of National Defence and the Canadian Forces shall:

- a) conduct security clearance investigations for members of the Canadian Forces and persons employed by DND;
- b) protect defence establishments, assets and operations in conformity with the principles provided in this policy and directives and guidelines issued pursuant to this policy;
- c) protect DND and Canadian Forces holdings of North Atlantic Treaty Organization (NATO) and foreign military information and material, and
- d) protect allied military equipment and facilities which are under the effective control of the Minister of National Defence.

54. The Department of External Affairs shall be responsible for:

- a) the security of services and facilities of the Department of External Affairs, including Canadian diplomatic and consular posts abroad, and
- b) the inspection of the control exercised by other departments and agencies, except DND and the Canadian Forces, of their holdings of NATO documents.

clearance?

55. The Public Service Commission of Canada shall provide policy interpretation on all matters relating to appointments to sensitive positions.

Hand for all matters related to provide policy on the persons level to offer support under the PSEA to determine from whom to advise

?

56. The Ministry of Justice shall provide legal advice and counsel on all matters relating to this policy, or directives and guidelines issued pursuant to this policy, which may result in legal action or which touch on existing statutes.

?

57. The Treasury Board Secretariat shall be responsible for all matters relating to general administrative policy and personnel management. Excluded from this responsibility are matters relating to appointments to sensitive positions.

IMPLEMENTATION

- Subject to 3.*
- ① PP: Each dept resp
- ② Fin, Leds, int. ins - emergencies