

SOUTH AUSTRALIAN PROTECTIVE SECURITY FRAMEWORK

Minimum protections and handling requirements for **SECRET** information

BIL 4	SECRET – serious damage to the state or national interest, organisations or individuals.
Protective marking	<ul style="list-style-type: none"> - Text-based marking must be applied to SECRET documents (including emails). - It is recommended that text markings are in capitals, bold, large fonts and a distinctive colour (red preferred). Markings should be placed at the top <u>and</u> bottom of each page. - If text-based markings cannot be used, colour-based markings must be used. The preferred colour for SECRET is salmon (pink) (RGB 229, 184, 183). - For paragraph grading indicators, SECRET should be written in full or abbreviated to (S) and placed at the start or end of the paragraph or in the margin adjacent to the first letter.
Access	<ul style="list-style-type: none"> - Need-to-know principle applies to all SECRET information - Ongoing access to SECRET information requires a Negative Vetting 1 (NV1) security clearance, or above. - Temporary access to SECRET information must be supervised.
Use	<ul style="list-style-type: none"> - SECRET can be used in security zones 2-5 - Outside agency facilities: <ul style="list-style-type: none"> - SECRET must not be used outside of agency facilities for regular or ongoing work. - Home-based work is not recommended, but if necessary: <ul style="list-style-type: none"> o written managerial approval must be obtained o apply agency procedures and exercise judgement to assess environmental risk
Storage	<ul style="list-style-type: none"> - SECRET information (or mobile devices that process, store or communicate SECRET information) must not be left unattended. Information must be stored securely when unattended. - When storing SECRET information inside agency facilities: <ul style="list-style-type: none"> o in zones 4-5, store in Class C container o in zone 3, store in class B container - It is not recommended to store SECRET information outside agency facilities (including at home), but if necessary: <ul style="list-style-type: none"> o apply requirements for carrying outside agency facilities o retain in personal custody (positive control) or in a class B (or higher) container for brief periods away from home that has been approved as a proper place of custody by the Accountable Authority or delegate o return to agency facilities as soon as practicable - When storing mobile devices which process, store or communicate SECRET information inside agency facilities (zones 2-5 only): <ul style="list-style-type: none"> o in zones 4-5, store in Class C container o in zone 3, if in a secured state, store in Class C container; if in an unsecured state, store in a class B container o in zone 2, if in a secured state, store in Class B container; if in an unsecured state, store in a higher security zone - Storage of mobile devices outside of agency facilities is not recommended, but if necessary (see use above): <ul style="list-style-type: none"> o apply requirements for carrying outside agency facilities o retain in personal custody (positive control), or in a Class C container that has been approved for use by the Accountable Authority or delegate

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Carry	<ul style="list-style-type: none"> - When carrying SECRET information outside of agency facilities, information must be retained in personal custody (positive control) at all times. - Inside agency facilities: <ul style="list-style-type: none"> o in zones 2-5, in an opaque envelope or folder that indicates classification o in zone 1, carry in an opaque envelope or folder that indicates classification and place in a security briefcase, pouch or satchel. - Outside or between agency facilities, including for external meetings: <ul style="list-style-type: none"> o place in a security briefcase, pouch or satchel o recommended tamper-evident packaging - Mobile devices that process, store or communicate SECRET must remain in personal custody (positive control) at all times. - Inside agency facilities: <ul style="list-style-type: none"> o in zone 5, if secured or unsecured, agency procedures are sufficient o in zones 2-4, carry in a secured state. If unsecured, apply agency procedures. o in zone 1, carry in a secured state; if in an unsecured state, place inside a security briefcase, pouch or satchel. - outside or between agency facilities: <ul style="list-style-type: none"> o carry in a secured state; if in an unsecured state, carry inside a security briefcase, pouch or satchel and consider tamper evident seals.
Transfer	<ul style="list-style-type: none"> - When transferring SECRET information inside agency facilities: <ul style="list-style-type: none"> o in zones 1-5, transfer by hand or agency safe-hand, and apply all necessary handling requirements. Can be uncovered if transfer is in close proximity and there is a low risk of unauthorised viewing - When transferring SECRET information outside agency facilities to another facility: <ul style="list-style-type: none"> o apply requirements for carrying outside agency facilities o transfer by hand, agency safe-hand, safe-hand courier rated to BIL 4, or DFAT courier (use tamper evident packaging). - A receipt of transfer must be obtained
Transmit	<ul style="list-style-type: none"> - Electronic transmission of unencrypted SECRET information must be over SECRET secure networks (or higher). ASD's High Assurance Cryptographic Equipment must be used to encrypt SECRET information for any communication that is not over a SECRET network (or higher).
Official travel	<ul style="list-style-type: none"> - Travelling inside or outside of Australia with SECRET information or mobile devices is not recommended, but if necessary: <ul style="list-style-type: none"> o Requirements for carrying outside agency facilities must be applied, including tamper-evident packaging o Information and/or device must be retained as carry-on baggage, and travel must not occur, if airline requires baggage to be checked - SECRET information must not be left unattended. Do not store while travelling (e.g. hotel room safes). If storage is required, it must be within an appropriate Australian agency facility. - If access to SECRET information or mobile devices provided at overseas destination: <ul style="list-style-type: none"> o Seek DFAT advice on options to access information or devices at overseas destination. o Requirements for carrying outside agency facilities must be applied o Information and devices must be retained in personal custody (positive control) at all times or stored in an Australian agency's facilities
Disposal	<ul style="list-style-type: none"> - SECRET information must be destroyed using a class A shredder.