

SOUTH AUSTRALIAN PROTECTIVE SECURITY FRAMEWORK

Minimum protections and handling requirements for TOP SECRET information

BIL 5	Top secret - exceptionally grave 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 TOP 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 TOP SECRET is red (RGB 255,0,0). - For paragraph grading indicators, TOP SECRET should be written in full or abbreviated to (TS) 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 TOP SECRET information - Ongoing access to TOP SECRET information requires a Negative Vetting 2 (NV2) security clearance, or above. - Temporary access to TOP SECRET information can only be given to personnel that hold at least a Negative Vetting 1 (NV1) security clearance, and use must be supervised.
Use	<ul style="list-style-type: none"> - TOP SECRET can only be used in security zones 3-5 - TOP SECRET must not be used outside of agency facilities.
Storage	<ul style="list-style-type: none"> - TOP SECRET information (or mobile devices that process, store or communicate TOP SECRET information) must not be left unattended. Information must be stored securely when unattended. - When storing TOP SECRET information (or mobile device) inside agency facilities: <ul style="list-style-type: none"> o in zone 5, store in Class B container o in zones 3-4, store in exceptional circumstances only and for a maximum of five (5) days. o in zone 4, store in class B container o in zone 3, store in class A container - TOP SECRET information (or mobile devices) must not be stored outside agency facilities (including at home).
Carry	<ul style="list-style-type: none"> - When carrying 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 3-5, in an opaque envelope or folder that indicates classification o carrying in zones 1-2 is not recommended, but if necessary, carry in an opaque envelope or folder that indicated classification and place in a security briefcase, pouch or satchel. - Carrying outside or between agency facilities, including for external meetings, is not recommended, but if necessary: <ul style="list-style-type: none"> o obtain written manager approval o place in tamper-evident packaging within a security briefcase, pouch or satchel - Mobile devices that process, store or communicate TOP SECRET information require explicit approval by the Australian Signals Directorate (ASD). All devices must remain in personal custody (positive control). - Inside agency facilities: <ul style="list-style-type: none"> o in zones 3-5, carry in secured state (locked, password protected etc.)

SOUTH AUSTRALIAN PROTECTIVE SECURITY FRAMEWORK

	<ul style="list-style-type: none"> ○ in zones 1-2, carry in a secured state. If unsecured, place inside security briefcase, pouch or satchel. - Carrying outside or between agency facilities, including for external meetings, is not recommended, but if necessary: <ul style="list-style-type: none"> ○ obtain written manager approval ○ place in tamper-evident packaging within a security briefcase, pouch or satchel
Transfer	<ul style="list-style-type: none"> - When transferring TOP SECRET information inside agency facilities: <ul style="list-style-type: none"> ○ in zones 3-5, 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 ○ in zones 1-2, transfer by hand or agency safe-hand, apply all necessary handling requirements and obtain written manager approval - When transferring TOP SECRET information outside agency facilities to another facility: <ul style="list-style-type: none"> ○ written managerial approval must be obtained ○ requirements for carrying outside agency facilities must be applied, including tamper-evident packaging ○ transfer by hand, agency safe-hand, safe-hand courier rated to BIL 5, or DFAT courier - A receipt of transfer must be obtained
Transmit	<ul style="list-style-type: none"> - Electronic transmission of unencrypted TOP SECRET information must be over TOP SECRET secure networks. ASD's High Assurance Cryptographic Equipment must be used to encrypt TOP SECRET information for any communication that is not over a TOP SECRET network.
Official travel	<ul style="list-style-type: none"> - TOP SECRET information and mobile devices that process, store or communicate TOP SECRET information, must not be store or used outside appropriate agency facilities. - Travelling in Australia with TOP SECRET information or mobile devices is not recommended, but if necessary: <ul style="list-style-type: none"> ○ obtain written manager approval ○ requirements for carrying outside agency facilities must be applied, including tamper-evident packaging ○ information and/or device must be retained as carry-on baggage, and travel must not occur, if airline requires baggage to be checked - TOP 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. - Do not travel overseas with TOP SECRET information or mobile devices that process, store or communicate TOP SECRET information. Seek DFAT advice on options to access information or devices at overseas destination. - If access to TOP SECRET information or mobile devices provided at overseas destination: <ul style="list-style-type: none"> ○ requirements for carrying outside agency facilities must be applied ○ 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"> - TOP SECRET information must be destroyed using a class A shredder and destruction must be supervised.