

Minimum use and storage requirements for sensitive and security classified information

Classification	Sensitive information			Security classified information	
	OFFICIAL	OFFICIAL: Sensitive	PROTECTED	SECRET	TOP SECRET
Business Impact Levels (BIL)	1 Low	2 Low to medium	3 High	4 Extreme	5 Catastrophic
Unattended zone or area	✓ Apply a clear desk policy and screen protections.	✓ Apply a clear desk policy and screen protections.	✓ Apply a clear desk policy and screen protections.	✓ Apply a clear desk policy and screen protections.	✓ Apply a clear desk policy and screen protections.
Zone One Public access.	Storage: ✓ Permitted if secured from unauthorised access, locked commercial container recommended. Use: ✓ Permitted.	Storage: ✓ Permitted if secured from unauthorised access, SCEC Class C container recommended. Use: ✓ Permitted.	Storage: ✗ not to be stored unless unavoidable. If unavoidable, SCEC Class C container, commercial safe or vault. Use: ✓ Permitted.	Storage: ✗ Not to be stored. Use: ✗ Not to be used unless exceptional circumstances originating entity approval required.	Storage: ✗ Not to be stored. Use: ✗ Not to be used.
Zone Two Restricted public access. Unrestricted access for authorised personnel. May use single factor authentication for access control.	Storage: ✓ Permitted if secured from unauthorised access. Use: ✓ Permitted.	Storage: ✓ Permitted if secured from unauthorised access. Use: ✓ Permitted.	Storage: ✓ Permitted if in SCEC Class C container. Use: ✓ Permitted.	Storage: ✗ Not to be stored unless exceptional circumstances. a. originating entity approval required b. SCEC Class A container. Use: ✓ Permitted.	Storage: ✗ Not to be stored. Use: ✗ Not to be used.
Zone Three No public access. Visitor access only for visitors with a need to know and close escort. Restricted access for authorised personnel. Single factor authentication for access control.	Storage: ✓ Permitted if secured from unauthorised access. Use: ✓ Permitted.	Storage: ✓ Permitted if secured from unauthorised access. Use: ✓ Permitted.	Storage: ✓ Permitted if secured from unauthorised access, SCEC Class C container recommended. Use: ✓ Permitted.	Storage: ✓ Permitted if in SCEC Class B container. Use: ✓ Permitted.	Storage: ✗ Not to be stored unless exceptional circumstances a. originating entity approval and ASIO-T4 advice required b. storage period up to five days in SCEC Class A container. Use: ✓ Permitted.
Zone Four No public access. Visitor access only for visitors with a need to know and with close escort. Restricted access for authorised personnel with appropriate security clearance. Single factor authentication for access control.	Storage: ✓ Permitted if secured from unauthorised access. Use: ✓ Permitted.	Storage: ✓ Permitted if secured from unauthorised access. Use: ✓ Permitted.	Storage: ✓ Permitted if secured from unauthorised access. Use: ✓ Permitted.	Storage: ✓ Permitted if in SCEC Class C container. Use: ✓ Permitted.	Storage: ✗ Not to be stored unless exceptional circumstances. a. originating entity approval and ASIO-T4 advice required b. storage period up to five days in SCEC Class B container. Use: ✓ Permitted.
in Zone Five No public access. Visitor access only for visitors with a need to know and with close escort. Restricted access for authorised personnel with appropriate security clearance. Dual factor authentication for access control.	Storage: ✓ Permitted. Use: ✓ Permitted.	Storage: ✓ Permitted. Use: ✓ Permitted.	Storage: ✓ Permitted. Use: ✓ Permitted.	Storage: ✓ Permitted if in SCEC Class C container. Use: ✓ Permitted.	Storage: ✓ Permitted if in SCEC Class B container. Use: ✓ Permitted.