

SOUTH AUSTRALIAN PROTECTIVE SECURITY FRAMEWORK

Minimum protections and handling requirements for OFFICIAL: Sensitive information

BIL 2	OFFICIAL: Sensitive – limited 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 OFFICIAL: Sensitive 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 may be used. The preferred colour for OFFICIAL: Sensitive is a yellow colour. - For paragraph grading indicators, OFFICIAL: Sensitive should be written in full or abbreviated to (O: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 OFFICIAL: Sensitive information - There is no security clearance requirement to access OFFICIAL: Sensitive information, agency screening processes are sufficient.
Use	<ul style="list-style-type: none"> - OFFICIAL: Sensitive can be used in security zones 1-5 - For work outside agency facilities, including from home, external agency offices, cafes etc.: <ul style="list-style-type: none"> o apply agency procedures which may include conducting a security risk assessment of the proposed work environment o exercise judgement to assess the environmental risk
Storage	<ul style="list-style-type: none"> - OFFICIAL: Sensitive information may be left unattended for short periods of time, subject to agency clear desk policies. It is recommended that all OFFICIAL: Sensitive information be stored securely when unattended. Mobile devices that process, store or communicate OFFICIAL: Sensitive information may be left unattended if in a secured state (password protected, encrypted etc.) - When storing OFFICIAL: Sensitive information inside agency facilities (zones 1-5): <ul style="list-style-type: none"> o in zones 1-5, store in a lockable container - When storing OFFICIAL: Sensitive information outside agency facilities (including at home): <ul style="list-style-type: none"> o apply requirements for carrying outside agency facilities o use of opaque envelopes/folders and/or lockable containers is recommended o for regular, ongoing home-based work, Class C container is recommended - When storing mobile devices which process, store or communicate OFFICIAL: Sensitive information inside agency facilities (zones 1-5): <ul style="list-style-type: none"> o in zones 1-5, if in a secured state, recommended storing in lockable container; if in an unsecured state, you must use a lockable container - Storage of mobile devices outside of agency facilities: <ul style="list-style-type: none"> o apply requirements for carrying outside agency facilities o apply agency procedures and exercise judgement to assess environmental risk o if in a secured or unsecured state, recommend storage in a lockable container.
Carry	<ul style="list-style-type: none"> - When carrying OFFICIAL: Sensitive information outside of agency facilities: - Inside agency facilities: <ul style="list-style-type: none"> o in zones 1-5, an opaque envelope or folder is recommended - Outside or between agency facilities, including for external meetings: <ul style="list-style-type: none"> o opaque envelope/folder recommended - Mobile devices that process, store or communicate OFFICIAL: Sensitive information: - Inside agency facilities:

OFFICIAL

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	<ul style="list-style-type: none">○ in zones 1-5, carry in a secured state. If unsecured, apply agency procedures- outside or between agency facilities:<ul style="list-style-type: none">○ carry in a secured state. If unsecured, apply agency procedures
Transfer	<ul style="list-style-type: none">- When transferring OFFICIAL: Sensitive information inside agency facilities:<ul style="list-style-type: none">○ in zones 1-5, opaque envelope/folder is recommended○ transfer by hand or agency safe-hand- When transferring OFFICIAL: Sensitive information outside agency facilities to another facility:<ul style="list-style-type: none">○ opaque envelope/folder is recommended○ transfer by hand, agency safe-hand, safe-hand courier○ tamper evident packaging may be used
Transmit	<ul style="list-style-type: none">- Electronic transmission of unencrypted OFFICIAL: Sensitive information must be over OFFICIAL secure networks (or higher). Encrypt OFFICIAL: Sensitive information for any communication that occurs over public network infrastructure, or through unsecured spaces (including zone 1 areas), unless the risk of not doing so has been identified and accepted by the accountable authority.
Official travel	<ul style="list-style-type: none">- OFFICIAL: Sensitive information or mobile devices can be taken to external meetings and on domestic travel.- When travelling domestically with OFFICIAL: Sensitive information (or mobile devices that process, store or communicated OFFICIAL: Sensitive information):<ul style="list-style-type: none">○ apply agency procedures and exercise judgement to assess environmental risk- When travelling outside of Australia with OFFICIAL: Sensitive information:<ul style="list-style-type: none">○ apply agency procedures and exercise judgement to assess environmental risk○ seek DFAT advice on options to access information or devices at overseas destination.- OFFICIAL: Sensitive information (or mobile devices) should not be left unattended while travelling, however, apply agency procedures and exercise judgement to assess environmental risk
Disposal	<ul style="list-style-type: none">- OFFICIAL: Sensitive information must be destroyed securely.