

SOUTH AUSTRALIAN PROTECTIVE SECURITY FRAMEWORK

Minimum protections and handling requirements for OFFICIAL information

BIL 1	OFFICIAL: Sensitive – no or insignificant damage to individuals, organisations or government
Protective marking	<ul style="list-style-type: none"> - Text-based marking for OFFICIAL documents (including emails) is optional. - 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. - There is no requirement for colour-based marking of OFFICIAL information - For paragraph grading indicators, OFFICIAL should be written in full or abbreviated to (O) 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 should apply for OFFICIAL information - There is no security clearance requirement to access OFFICIAL information.
Use	<ul style="list-style-type: none"> - OFFICIAL information can be used in security zones 1-5 and outside agency facilities
Storage	<ul style="list-style-type: none"> - OFFICIAL information may be left unattended, subject to agency clear desk policies. - It is recommended that mobile devices that process, store or communicate OFFICIAL information are secured if left unattended - Apply agency procedures for storage of OFFICIAL information. It is recommended that a lockable container is use in zones 1 areas
Carry	<ul style="list-style-type: none"> - When carrying OFFICIAL information outside of agency facilities, apply agency procedures.
Transfer	<ul style="list-style-type: none"> - When transferring OFFICIAL information, apply agency procedures for transfer by hand, internal mail or courier. - For transfer outside agency facilities, it is recommended that opaque envelopes/folders are used to minimise risk of unauthorised access
Transmit	<ul style="list-style-type: none"> - It is recommended to encrypt OFFICIAL information for any communication that occurs over public network infrastructure, or through unsecured spaces (including zone 1 areas).
Official travel	<ul style="list-style-type: none"> - OFFICIAL information or mobile devices can be taken on domestic and overseas travel. Agency procedures should be applied and environmental risks should be considered.
Disposal	<ul style="list-style-type: none"> - OFFICIAL information should be destroyed securely.