

Classified Document Handling

The National Cyber Security Centre is hosted within the Government Communications Security Bureau

National Security Classifications: CONFIDENTIAL

Security classifications are used when compromise of the information could affect the security or defence of New Zealand or the international relations of the Government of New Zealand.

The **CONFIDENTIAL** or **(C)** security classification should be used when the compromise of information would damage national interests in a SIGNIFICANT manner.

Documents marked **CONFIDENTIAL** or **(C)**

MUST NOT BE:

- Scanned
- Photocopied (*If copies are required please request these from your Engagement Manager*)
- Emailed
- Photographed
- Taken offsite (*Other than by safe-hand method explained below*)
- Posted
- Faxed
- Transmitted/stored electronically
- Discussed over the phone, in public or with unauthorised parties
- Left openly visible (i.e. on desks etc.)

MUST BE:

- Safe-Handed i.e. physically delivered by an authorised messenger (*your Engagement Manager*) double-enveloped, sealed at the seams, marked "Safe-Hand" and in a locked bag or case
- Stored in a Class B or C safe within the building or secure zone (www.protectivesecurity.govt.nz)
- Only read, handled or discussed by authorised staff i.e. those who have signed a Non-Disclosure Agreement
- Returned to the GCSB for destruction using safe-hand method

Should you have any queries, concerns, or believe that there may have been a breach of the classified document handling rules, please contact your Engagement Manager for further assistance.

Penalties

Poor handling practices in relation to documents marked **CONFIDENTIAL** or **(C)** could result in termination of the sharing relationship between the NZ Government and the relevant organization.

Unauthorised disclosure of official information can result in punishment of a fine of \$2000 or imprisonment of up to three months. Wrongful communication, retention or copying of information in the knowledge that such an act may prejudice the security or defence of New Zealand can result in a punishment of up to three years imprisonment.

Further information:

Review the New Zealand Government Security Classification System at <https://protectivesecurity.govt.nz/home/information-security-management-protocol/new-zealand-government-security-classification-system/>. You can get more information on Handling Requirements for Protectively Marked Information and Equipment at <https://protectivesecurity.govt.nz/home/information-security-management-protocol/handling-requirements-for-protectively-marked-information-and-equipment/>.

The NCSC can be contacted by email via info@ncsc.govt.nz or by phone on: **04 498 7654**. We encourage you to contact us at any time if you require any further assistance or advice.