## Handling Cabinet material: Access with clearance and on a need to know basis

CabNet content	Transmission	Handling	Storing & copying	Disposal
In Confidence	Access in CabNet Do not email	Clear desk policy	Store hard copy in locked cabinet	
	Transmit hard copy in sealed envelope/ container	Lock computer screen	Copies can be made only if there is a business need	Use a secure document bin/destruction service
Sensitive	Access in CabNet Do not email	Clear desk policy	Store hard copy in locked cabinet	appropriately assessed by your agency
	Transmit hard copy in sealed envelope/ container	Lock computer screen	Copies can be made only if there is a business need	OR NZSIS-approved
Restricted	Access in CabNet Do not email	Clear desk policy	Store hard copy in locked cabinet	document shredder (grade 3 crosscut)
	Transmit hard copy in sealed envelope/ container	Lock computer screen	Copies can be made only if there is a business need	
Confidential	Transmit hard copy in a secure sealed double envelope ONLY	Clear desk policy	Store hard copy in NZSIS-approved safe	Use NZSIS-approved document shredder (grade 4 crosscut)
Secret	Transmit hard copy in a secure sealed double envelope ONLY	Clear desk policy	Store hard copy in NZSIS-approved safe	Use NZSIS-approved document shredder (grade 4 crosscut)
Top Secret	Transmit hard copy in a secure sealed double envelope ONLY	Clear desk policy	Store hard copy in NZSIS-approved safe	Use NZSIS-approved document shredder (grade 5 crosscut)

Cabinet Office, updated April 2019

For more information: <u>https://dpmc.govt.nz/publications/cabguide</u> and <u>https://protectivesecurity.govt.nz/</u>