



VICE CHIEF OF THE DEFENCE STAFF

DIRECTOR GENERAL DEFENCE SECURITY

Physical Security Considerations for Remote and Telework Environments

Government of Canada (GC) employees are required to assess physical security, and to apply the appropriate protection and storage requirements for GC information and assets, while working in a location other than the designated worksite.

Employees at Remote/Telework (R/T) Locations have the responsibilities to:

- Follow all security control requirements for the possession, handling, processing, storage, transportation, destruction and care of GC information and assets;
- Only use approved electronic devices;
- Clearly understand and implement all R/T security control measures that contribute to the secure processing of GC information at their location;
- Employees are responsible for sensitive information and assets against unauthorised disclosure, loss, theft, fire, destruction, damage, or modification;
- Are to follow GC, departmental and security policies governing the use of electronic devices.



Limitations and Storage Requirements for R/T Environments by Categorization Level

	Storage	Rooms/Offices	Monitoring
PROTECTED A & B Physical Protections must be employed	Info must be stored in a lockable container, out of sight, and inaccessible to any unauthorised access when not in use.	Consider control measures such as locked doors to limit unauthorised viewing or access.	N/A
CONFIDENTIAL & SECRET (When approved by DGDS) Handling of this material while en route to the R/T location is not authorised	Info must be stored in approved storage containers, fastened to building structure if Secret. Approved security containers can be found in the RCMP Security Equipment Guide .	A dedicated lockable room (with commercial grade hardware) must be used. High value assets or monetary instruments must not be stored in the same container as other info or assets.	A monitored residential alarm system capable of initiating a response element must be installed. A TRA/ PSS* may identify the requirement for additional security measures.
PROTECTED C & TOP SECRET	Not authorised		

* TRA: Threat Risk Assessment | PSS: Physical Security Survey

Other Security Considerations

- Completing Security Awareness Training;
 - Cohabitation;
 - Security Clearance / Status Expiry;
 - Transportation;
 - Control of Information and Assets During Processing;
- Protection and Use of Electronic Storage Media;
 - Printing, Copying and Scanning;
 - Information and Asset Disposal;
 - Returning Assets;
 - Checklists, Guides and Process Maps.

