



Securing Office 365: How to Handle Sensitive Information

The screenshot displays a video conference window titled "Protected B (PB) during meetings". On the left, a large video feed shows a woman wearing a headset and smiling. A speech bubble overlaying her video contains the text: "Protected B information **may be discussed**, but surroundings must **convey an appropriate level of privacy.**". Below her, a smaller video feed shows a man with his eyes closed. To the right of the main video feed, a purple box lists six rules regarding Protected B information handling during meetings:

1. All content in D365 is subject to the [Access to Information Act and Privacy Act](#)
2. During meetings, all participants must **be positively identified and confirmed to have a need to know**
3. **No recording** of any kind is allowed
4. PB **not allowed** to be shared in **text chats, files, pictures, recordings, or displayed/shared on the screen**
5. **PB audio (conversation)** authorized for videoconferencing on Defence 365
6. Virtual meeting **hosts responsible for monitoring changes** during the call and terminating active Protected B conversations accordingly

At the bottom right, a dark grey box states: "Security incidents must be reported promptly to ISSO and CloudSecurityMonitoring@jdcp.forces.gc.ca". The top of the window features a toolbar with icons for chat, mute, video, and other standard conferencing functions, along with a "Leave" button.

PROTECTED A

- ▶ SERVICE NUMBER / PERSONAL RECORD IDENTIFIER
- ▶ MEMBERS / EMPLOYEES CONTACT INFORMATION
- ▶ TRAINING REQUESTS
- ▶ REPORT OF INJURY, DISEASE OR ILLNESS (CF 98)
- ▶ GENERAL ALLOWANCE CLAIM (CF 52)

PROTECTED B

- ▶ MEMBERS / EMPLOYEES PERSONAL INFORMATION (ex.: SIN)
- ▶ PERFORMANCE REVIEWS: PSPM / PACE
- ▶ SECURITY CLEARANCES
- ▶ SIGNIFICANT INCIDENT REPORTS
- ▶ MEDICAL RECORDS
- ▶ POST DEPLOYMENT MEDICAL (CF 4025)
- ▶ FINANCIAL INFORMATION

SECRET

▶ DO NOT SHARE OR DISCLOSE ANY SECRET INFORMATION!

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