



## NOTICE OF SECURITY ASSESSMENT AUTHORIZATION

Name of individual security assessed

Name of registered person (company name)

This notice is to inform you that you have been security assessed under section 15 of the [Controlled Goods Regulations](#) by the designated official named below; and are authorized to examine, possess and/or transfer controlled goods while in the employ of the registered person named above.

The limitations that are imposed regarding the extent of examination, possession or transfer authorized are:

It is important that you are aware of what this security assessment means:

- For the purpose of the [Defence Production Act](#) and the [Controlled Goods Regulations](#), the scope of your organization’s registration under the Controlled Goods Program (CGP) extends to you in the course of your duties with the registered person.
- If you knowingly transfer a controlled good to an unauthorized person, company or individual, or permit the examination of a controlled good by an unauthorized person, company or individual, you may be subject to prosecution which carries a fine of up to \$2 million or a prison term of up to 10 years, or both, for each offence.
- Authorized persons are: other CGP registered organizations, individuals exempted from registration by the CGP upon approved application (including foreign temporary workers, international students and visitors) and excluded individuals (individuals acting in good faith in the course of their duties while occupying a position in the federal public service or a federal Crown Corporation or employed by a province or territory of Canada).

It is also important that you inform the organization of any change in information that may put your security assessment in doubt, such as involvement in criminal action.

Your security assessment is considered valid for a period of up to five years or until you cease to be employed by the said registered person, and is subject to revision at any time from the date of this notice.

**Designated official**

Print name	Signature	Date (year/month/day)
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**Applicant (director/officer/employee) acknowledgement**

I acknowledge this authorization and agree that I shall not disclose or transfer a controlled good to another person, company or individual, or permit the examination of a controlled good by a person, company or individual who is not registered or exempt from registration with the Controlled Goods Program. I also agree to comply with all applicable Canadian laws, including the [Export and Import Permits Act](#), if exporting a controlled good.

I shall advise the designated official of any change concerning my criminal history within five business days after the day on which the change occurs.

Individual security assessed

Print name	Signature	Date (year/month/day)
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Original – Security assessment records  
Copy – Individual security assessed



## NOTICE OF SECURITY ASSESSMENT AUTHORIZATION

### Requirement to maintain records

In accordance with paragraph 10(b) of the *Controlled Goods Regulations*, the registered person must maintain a current listing of all individuals who have been security assessed.

In accordance with paragraph 10(j) of the *Controlled Goods Regulations*, the registered person must submit to the Controlled Goods Program, every six months, the name of each individual in respect of whom the designated official conducted a security assessment during the previous six months, as well as the individual's date of birth and an indication of the extent to which they were authorized to access controlled goods.

### Personal information

Under the [Privacy Act](#):

*"Personal information under the control of a government institution shall not, without the consent of the individual to whom it relates, be used by the institution except*

- 1. for the purpose for which the information was obtained or compiled by the institution or for a use consistent with that purpose; or*
- 2. for a purpose for which the information may be disclosed to the institution under subsection 8(2)."*

Under [Personal Information Protection and Electronic Documents Act](#):

*"An organization is responsible for personal information in its possession or custody, including information that has been transferred to a third party for processing. The organization shall use contractual or other means to provide a comparable level of protection while the information is being processed by a third party."* [Schedule 1, Section 5, Clause 4.1.3].

*"Personal information shall be protected by security safeguards appropriate to the sensitivity of the information."* [Schedule 1, Section 5, Clause 4.7]."

### Non-disclosure of information

Under the [Defence Production Act](#) (section 30):

*"No information with respect to an individual business that has been obtained under or by virtue of this Act shall be disclosed without the consent of the person carrying on that business, except:*

- 1. to a government department, or any person authorized by a government department, requiring the information for the purpose of the discharge of the functions of that department; or;*
- 2. for the purposes of any prosecution for an offence under this Act or, with the consent of the Minister, for the purposes of any civil suit or other proceeding at law."*