



Reporting Changes to your Organization

Under the Industrial Security Program (ISP), Company Security Officers (CSOs) are responsible for informing the Canadian Industrial Security Directorate (CISD) of any of the following organizational changes:

- organization's ownership or legal status
- list of Key Senior Officials
- termination of a personnel security clearance
- any physical move, change of address
- new construction which could affect the safeguarding of Protected or Classified information or assets

Failure to do so may result in an organization's suspension or termination from the ISP.

Subcontracting

CSOs are also responsible to ensure Protected and Classified government information and assets are safeguarded when assigned to subcontractors and must:

- Identify security requirements for the subcontract in a completed Security Requirements Checklist (SRCL)
- Submit the SRCL for CISD approval and to obtain necessary security clauses for the subcontract
- Insert the clauses and SRCL into the subcontract
- Identify all site addresses where work involving a security requirement will be performed
- Submit a copy of the awarded subcontract containing the SRCL and security clauses to CISD
- Include the prime and subcontract file number in all subcontract documentation
- Prior to contract award, submit a written registration request to CISD to initiate or confirm a security clearance for the proposed subcontracting organization
- Ensure that the security level in the registration request corresponds to the subcontract requirements
- Ensure an organization has a Designated Organization Screening (DOS) or Facility Security Clearance (FSC) that meets the subcontract requirement before award

Failure to advise CISD of subcontracting activity with security requirements may result in a compromise of Protected or Classified information or assets due to unauthorized access.

Embedded Contractors

When submitting a Visit Clearance Request (VCR) for an embedded contractor, the CSO must ensure that the individual holds a valid SECRET clearance, is a Canadian Citizen, and holds a valid certificate of registration in the Controlled Goods Program (CGP). For those meeting these conditions, the CSO must write the initials EC, the Certificate Number and the expiry date provided by the CGP beside 'request for visit' on the Request for Visit form.

An embedded contractor is an individual whose organization is under contract with the Department of National Defence (DND); has a need to access controlled goods; and performs

the totality of their contracted work within a DND establishment (a facility under the control of DND and where DND has authority and responsibility for security), whether on a full-time or part-time basis (i.e. no contracted work is performed off-site).

NB: The term "embedded contractor" refers to the individual physically working in a DND facility; not the organization employing or contracting the services of that individual. Unless the embedded contractor's employer is registered with the CGP (e.g. via a Technical Assistance Agreement or Manufacturing License Agreement), all controlled materiel or controlled technology **must not**, under any circumstances, be disclosed or transferred by the embedded contractor to their employer.

Privacy Breaches and Office Equipment

The Treasury Board of Canada Secretariat Guideline on Privacy Breaches cites "theft, loss or disappearance of equipment or devices containing personal information" as a potential cause of a privacy breach. Examples of such devices include: personal computers, laptops, external memory drives, USB memory sticks, diskettes or CD-ROMs, non-secure Blackberries, cell phones, photocopiers both with and without memory capabilities, file cabinets, briefcases and fax machines.

When disposing of any such devices that have held, transmitted or stored Protected or Classified information, consult CISD for guidance on proper disposal/destruction procedures.

In the News...

<http://www.cbc.ca/consumer/story/2010/10/18/photocopier-security.html>

Mailing Address

All mail sent to the Industrial Security Sector (ISS) is first routed to our Central Mailroom at Place du Portage in Gatineau, Quebec, before being transferred directly to our location (as reflected by our postal code). The templates below reflect the standard formats to use when sending mail to ISS. Canada Post now accepts both formats of our address below for mail, but for couriers the long form must be employed.

Mailing Address

Industrial Security Program
Specify the Division if known
2745 Iris Street
Ottawa ON K1A 0S5

Courier Address

Industrial Security Program
Specify the Division if known
2745 Iris Street
c/o PWGSC Central Mail Room
Place du Portage, Phase III, OB3
11 Laurier Street
Gatineau QC K1A 0S5