

# Document security practices

This guide will support you to protect classified information.

## Classified information

Classified information can be recorded in many forms, including both traditional and electronic methods.

### Traditional

- Files and folders
- Maps and charts
- Images

### Electronic

- Personal devices, e.g., phone, laptop, tablet
- CDs and DVDs
- Hard drives
- Smart watches

## What's the 'Need-to-know'?

This is a principle that limits access to information so that only people with the right clearance level and the Need-to-know can see it.

## How do I apply the Need-to-know when sharing information?

Confirm the need.

- Does the person you're sharing with have an official need to see it?
- Confirm everyone's Need-to-know in a meeting.
- Do you have access to information you don't need to know?

## Keeping information safe



Don't take work calls or look at work emails on public transport.



Don't mention your work with the NZDF on social media.



Remember the Need-to-know principle and follow document security practices.

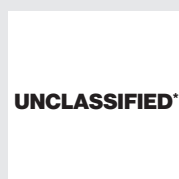
## Security classifications

All documents have a security classification. These determine who can access and share them.

### National Security Information



### Policy and Privacy Information



You need a security clearance to access National Security Information. Make sure you view and create National Security Information on an accredited network.

\*Unlabelled is not the same as unclassified – unclassified information is still official information.

## Defence Security

