

COMMERCIAL information (Sellafield Ltd Marking)
'NEED TO KNOW' PRINCIPLE APPLIED TO ALL INFORMATION AT ALL TIMES

ACTION	
Definition	Any commercially sensitive information which meets at least one of the criteria below and cannot be released into the public domain. This information can however be circulated for official use by the recipient of the document on an uncontrolled basis. 1) Where disclosure might prejudice the owner's commercial interests ¹ (NDA or Sellafield Ltd) 2) Where disclosure would prejudice the economic interests of the UK 3) Where disclosure might be harmful to an important public interest such as a national security or international relations 4) Where disclosure is prohibited by statute 5) Where responding to the request might involve providing personal information about individuals 6) Where disclosure might breach a duty of confidentiality entered into with a third party
Personnel Clearance	No formal clearance required however verifiable checks of ID, Nationality and right to work in the UK. Evidence retained by employer.
Identification	Every document to bear Commercial Marking and Date of origin
Accountability	Loss or compromise of documents to be reported immediately to Sellafield Ltd.
Reproduction	No restriction but should not be copied unnecessarily.
Storage	To be locked in drawers or cupboards when not in use with keys kept secure.
Destruction	To be shredded at source, i.e. Within the Department in which the document is held to the following specification: · Shredded to a size not more than 60 mm2 · Shredded to a width of not more than 4 mm · Inserted as whole pages into the shredder with the lines of print at right angles to the direction of shredding, that is, cross-cut shredded
Removal from premises	No restriction but should not be removed unnecessarily.
Postal Transmission (UK)	By internal mail, post or courier / messenger service. It should be addressed to an individual by name or appointment. The envelope should show no marking.
Postal Transmission (International)	As UK (above); however there may be issues relating to the destination country. Contractors should take advice from the Sellafield Contract Security prior to sending.
Transmission by fax	To trusted numbers that are known to the sender.
Electronic storage and processing	No restrictions however best practice (ISO 27001) is advised.
Transfer via data networks	No restrictions on company networks (see above). May be sent via email subject to either being encrypted or the risk has been assessed and accepted by Sellafield Ltd.

¹ i.e. disclosure would reduce the information's commercial value or damage the organisation's commercial activities.