

CONFIDENTIAL information (Government protective marking)
'NEED TO KNOW' PRINCIPLE APPLIED TO ALL INFORMATION AT ALL TIMES

ACTION	
Definition	Information which, if compromised, would be likely to: <ul style="list-style-type: none"> • materially damage diplomatic relations (i.e. cause formal protest or other sanctions) • prejudice individual security or liberty • cause damage to the operational effectiveness or security of UK or allied forces of the effectiveness of valuable security or intelligence operations • work substantially against national finances or economic and commercial interests • substantially undermine the financial viability of major organisations • impede seriously the development or operation of major government policies • shut down or otherwise substantially disrupt significant national operations be of substantial use to an individual or group planning a malevolent act against a nuclear facility or material transport
Personnel Clearance	Formal vetting to Baseline Personal Security Standard as a minimum.
Identification	Protective Marking "CONFIDENTIAL" in bold UPPERCASE at the top and bottom of page and on the outside of files / storage media containing CONFIDENTIAL PMI. A means of identifying the document. Date of origin. Distribution list if multiple copies.
Accountability	Loss or compromise of documents to be reported immediately to Sellafield Ltd. Sellafield Ltd must report such incidents to the UK Government.
Reproduction	No restriction but should not be copied unnecessarily.
Storage	Paper and electronic media must be kept in security approved containers at locations approved as List X, List N or Nuclear licensed site by MOD, AWE or OCNS and verified by Sellafield Ltd Security. Contact Sellafield Security for further advice.
Destruction	To be shredded to the following specification: <ul style="list-style-type: none"> • Shredded to a size not more than 60 square mm • 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 for official reasons but should not be removed unnecessarily. Use a locked briefcase. Information should not be given to companies whose locations have not been verified as approved by Sellafield Ltd.
Postal Transmission (UK)	By internal mail, post or other courier / messenger service. Double covers must be used, marked and addressed as follows: The inner envelope should be addressed to an individual by name or appointment and marked CONFIDENTIAL. The outer envelope should show no marking or descriptor (other than PERSONAL or ADDRESSEE ONLY if appropriate). It should be addressed as the inner. Contracts / Sub-contracts – All PMI to be recorded and only sent to companies whose locations have been verified as approved by Sellafield Ltd and have signed a Security Aspects Letter.
Postal Transmission (International)	Not to be sent outside the UK without consultation with Sellafield Ltd Security.
Transmission by fax	Not permitted.
Electronic storage and processing	Information / data can only be stored or produced electronically on systems accredited by MOD, AWE or OCNS and verified by Sellafield Ltd Security.
Transfer via data networks	Must not be transmitted across the Internet.

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