

CONTRACTOR GUIDELINES – INFORMATION SECURITY
RESTRICTED 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"> • affect diplomatic relations adversely • cause substantial distress to individuals • make it more difficult to maintain the operational effectiveness or security of UK or allied forces • cause financial loss or loss of earnings potential to or facilitate improper gain or advantage for individuals or companies • prejudice the investigation of crime • breach proper undertakings to maintain the confidence of information provided by third parties • impede the effective development or operation of government policies • breach statutory restrictions on disclosure of information • disadvantage government in commercial or policy negotiations with other • undermine the proper management of the public sector and its operations • be of significant use to an individual or group planning a malevolent act against a nuclear facility or material transport
Personnel Clearance	No formal clearance required however verifiable checks of ID, Nationality and right to work in the UK. Evidence retained by employer.
Identification	Protective Marking "RESTRICTED" in bold UPPERCASE at the top and bottom of each page and on the outside of files / storage media containing RESTRICTED PMI. A means of identifying the document and a date of origin
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	To be locked in drawers or cupboards when not in use with keys held secure.
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 approved by Sellafield Ltd.
Postal Transmission (UK)	By internal mail, post or other courier / messenger service. The cover should show no marking or descriptor (other than PERSONAL or ADDRESSEE ONLY if appropriate). It should be addressed to an individual by name or appointment. Contracts / Sub-contracts – All PMI to be recorded and only sent to companies whose locations have been approved by Sellafield Ltd and have signed a Security Aspects Letter.
Postal Transmission (International)	Not to be sent outside UK without consultation with Sellafield Ltd Security.
Transmission by fax	Can be faxed within UK to approved locations. Recipient must be present to receive fax immediately. Must not be faxed elsewhere.
Electronic storage and processing	Subject to location being approved by Sellafield Ltd - Processing on a small local network or IT systems (including standalone PCs), the HMG Standards for Accreditation must be implemented, and must be formally accredited by: <ol style="list-style-type: none"> 1. Sellafield Ltd being provided with a Risk Management Accreditation Document Set for Assessment and Approval 2. via MOD, AWE or OCNs with a signed Risk Management Accreditation Document Set as evidence provided or 3. Processed on the Sellafield Ltd network Note: Self accredited RESTRICTED networks used by some List X companies are not recognised by the Office for Civil Nuclear Security and must not be used. Note: For the Accreditation process a Security representative from within the Contractor must have

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	attended the National School of Government Training or request the use of a CLAS (CESG Listed Adviser Scheme) Consultant http://www.cesg.gov.uk/products_services/iacs/clas/index.shtml
Transfer via data networks	Must not be transmitted across the Internet. No restrictions within accredited networks. Must not be transmitted elsewhere.

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