

Manual Addendum to “Security in the Government Sector” - Introduction of SPECIAL HANDLING REQUIRED Endorsement

1. Please insert new paragraph 16a to the existing Chapter 3 of “Security in the Government Sector” page 3-4, as follows:
“16a. The endorsement SPECIAL HANDLING REQUIRED may be used with the SENSITIVE classification when it is assessed that the highly sensitive nature of the material requires additional protection (See Annex H to this Chapter).”
2. Please insert at the foot of the table at Annex G the following sentence:
“Within the SENSITIVE classification ONLY, these endorsements may be used WITH the endorsement SPECIAL HANDLING REQUIRED”.
3. Please add the two pages (attached) as new Annex H to Chapter 3, as pages 3-22 through 3-23.
4. Please amend the Table of Contents on Page 2 to reflect the addition of **Annex H – Use of SPECIAL HANDLING REQUIRED Endorsement with SENSITIVE Classification, Page 3-22.**
5. Please amend the Table of Contents to Chapter 3 on Page 3-1 to reflect the addition of **Annex H – Use of SPECIAL HANDLING REQUIRED Endorsement with SENSITIVE Classification, Page 22.**

Annex H - Use of SPECIAL HANDLING REQUIRED Endorsement in Conjunction with SENSITIVE Classification

SPECIAL HANDLING REQUIRED	<p>The endorsement SPECIAL HANDLING REQUIRED may be used with the SENSITIVE classification when it is assessed that the highly sensitive nature of the material requires additional protection.</p> <p><i>It is expected that very little information will require the SPECIAL HANDLING REQUIRED endorsement and it should therefore be used sparingly.</i></p> <p><i>The guidelines that follow set out the handling requirements for the SPECIAL HANDLING REQUIRED endorsement that are additional to the requirements for SENSITIVE.</i></p>
Guidelines	<p>The SPECIAL HANDLING REQUIRED endorsement should be used with the SENSITIVE classification when the compromise of information would be likely to:</p> <ul style="list-style-type: none"> • Seriously and substantially damage national finances or economic and commercial interests. • Seriously impede the effective conduct of government in New Zealand. • Seriously endanger the safety of any person.
Principles and Clearance Levels	<ul style="list-style-type: none"> • Only staff cleared by the department to access SENSITIVE information with a SPECIAL HANDLING REQUIRED endorsement are authorised to handle the information. This includes all staff involved with transmission, storage and disposal. • Access to SENSITIVE information with a SPECIAL HANDLING REQUIRED endorsement must be on a strict need to know basis.
Electronic Transmission	<ul style="list-style-type: none"> • SENSITIVE information with a SPECIAL HANDLING REQUIRED endorsement must be transmitted by email between New Zealand government agencies using SEEmail or approved equivalent. • It must be transmitted only to persons who need to know and who are authorised to access SENSITIVE information with a SPECIAL HANDLING REQUIRED endorsement. • An appropriate statement must accompany all SENSITIVE information with a SPECIAL HANDLING REQUIRED endorsement transmitted via email indicating that the information is SENSITIVE with a SPECIAL HANDLING REQUIRED endorsement and should not be forwarded to others except on a strict need to know basis within their organisation and only to staff cleared to access the information.
Electronic Storage	<ul style="list-style-type: none"> • Access to electronic files must be restricted to those who need to know and who are cleared to access SENSITIVE information with a SPECIAL HANDLING REQUIRED endorsement.
Manual Transmission	<ul style="list-style-type: none"> • Within a single physical location. SENSITIVE material with a SPECIAL HANDLING REQUIRED endorsement must be enveloped, with a receipt at the discretion of the originator, and either: <ul style="list-style-type: none"> - despatched through a department's own transit system; or - distributed within a building or part of a building that has been declared a specially protected area; otherwise

	<ul style="list-style-type: none"> - must be double enveloped and sealed with approved seals and carried by authorised messengers. • Transfer between establishments within New Zealand. SENSITIVE material with a SPECIAL HANDLING REQUIRED endorsement must be double enveloped and sealed with approved seals and: <ul style="list-style-type: none"> - carried by an authorised messenger or safe-hand courier with “By Hand” stamped on the outer envelope; or - where no authorised messenger or safe-hand courier service exists, SENSITIVE material with a SPECIAL HANDLING REQUIRED endorsement may be sent by registered post. In this case, receipts must be obtained. • Transfer between establishments outside New Zealand. SENSITIVE material with a SPECIAL HANDLING REQUIRED endorsement must be double enveloped with “By Hand” stamped on the outer envelope and sealed with approved seals with a receipt form included inside the inner envelope and: <ul style="list-style-type: none"> - carried by the Diplomatic safe-hand bag service operated by MFAT to or between posts; or - where no safe-hand courier service exists material may be sent by registered post within Australia, Canada and the United States of America between New Zealand posts situated in respective countries; or <p>in exceptional circumstances SENSITIVE material with a SPECIAL HANDLING REQUIRED endorsement may be transmitted by registered mail between New Zealand diplomatic posts or other New Zealand agencies situated in the United Kingdom, Canada, Australia and the United States of America, or by Diplomatic air freight bag between MFAT and New Zealand official missions in Niue and Tarawa. For further advice contact NZSIS.</p>
<p>Manual Storage</p>	<ul style="list-style-type: none"> • All SENSITIVE information with a SPECIAL HANDLING REQUIRED endorsement must be cleared from desks and locked in an approved security container when not in use. • The storage requirements for material with a SPECIAL HANDLING REQUIRED endorsement are the same as the minimum requirements for storing material classified CONFIDENTIAL. For these requirements (ie for site, container and lock) refer to Supplement 20 of the Protective Security Manual.
<p>Manual Disposal</p>	<ul style="list-style-type: none"> • SENSITIVE information with a SPECIAL HANDLING REQUIRED endorsement should be destroyed by burning, pulping, crosscut shredding or dry maceration. • If accountable, the destruction should be recorded by marking the record of accountable documents or the file index sheet, where these are used.