

Selecting a Protective Marking under the VPDSF

BIL



Was the information obtained, generated, received or held by or for a Victorian public sector agency or body, for an official purpose, or supporting official activities?

NO

This information is *unofficial* and does not need to be labelled*

N.B. UNOFFICIAL is often used as an 'email marker', to help distinguish personal correspondence and other non-work related material from official emails. This label does not need to be applied to documents.

YES

As this information is considered official information, it may require a protective marking. Continue the assessment below to determine which protective marking may be appropriate

Could compromise of the information have the potential to affect national interest, or has the information been generated by a Commonwealth agency?

YES

Refer to the Protective Security Policy Framework (PSPF) for more information visit www.protectivesecurity.gov.au

NO, continue assessment

Could compromise of this information cause **SERIOUS** harm or damage to Victorian government operations, organisations or individuals?

YES

This information is security classified as:
SECRET

BIL
4

Cabinet ?

NO, continue assessment

Could compromise of this information cause **MAJOR** harm or damage to Victorian government operations, organisations or individuals?

YES

This information is security classified as:
PROTECTED

BIL
3

Cabinet ?

NO, continue assessment

Could compromise of this information cause **LIMITED** harm or damage to Victorian government operations, organisations or individuals?

YES

This information requires the protective marking of:
OFFICIAL: Sensitive

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2

NO, continue assessment

Could compromise of this information cause **MINOR** harm or damage to Victorian government operations, organisations or individuals?

YES

This information can be protectively marked as:
OFFICIAL
(N.B. This marker can be optionally applied)

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1

All documents prepared for consideration by Victorian Cabinet (including those in draft) are, at a minimum, to be labelled with the marking of

Cabinet-In-Confidence

This marking **MUST** be accompanied by a security classification of **PROTECTED** or **SECRET**.

i Need more info?

Refer to guidance issued by DPC for the handling and management of Vic Cabinet information.

Optional Information Management Markers

Legal Privilege

Restrictions on access to, or use of, information covered by legal professional privilege.

Legislative secrecy

Restrictions on access to, or use of, information covered by legislative secrecy provisions.

Personal Privacy

Restrictions on access to, or use of, personal information and/or health information collected for official purposes (Privacy and Data Protection Act 2014 and Health Records Act 2001).

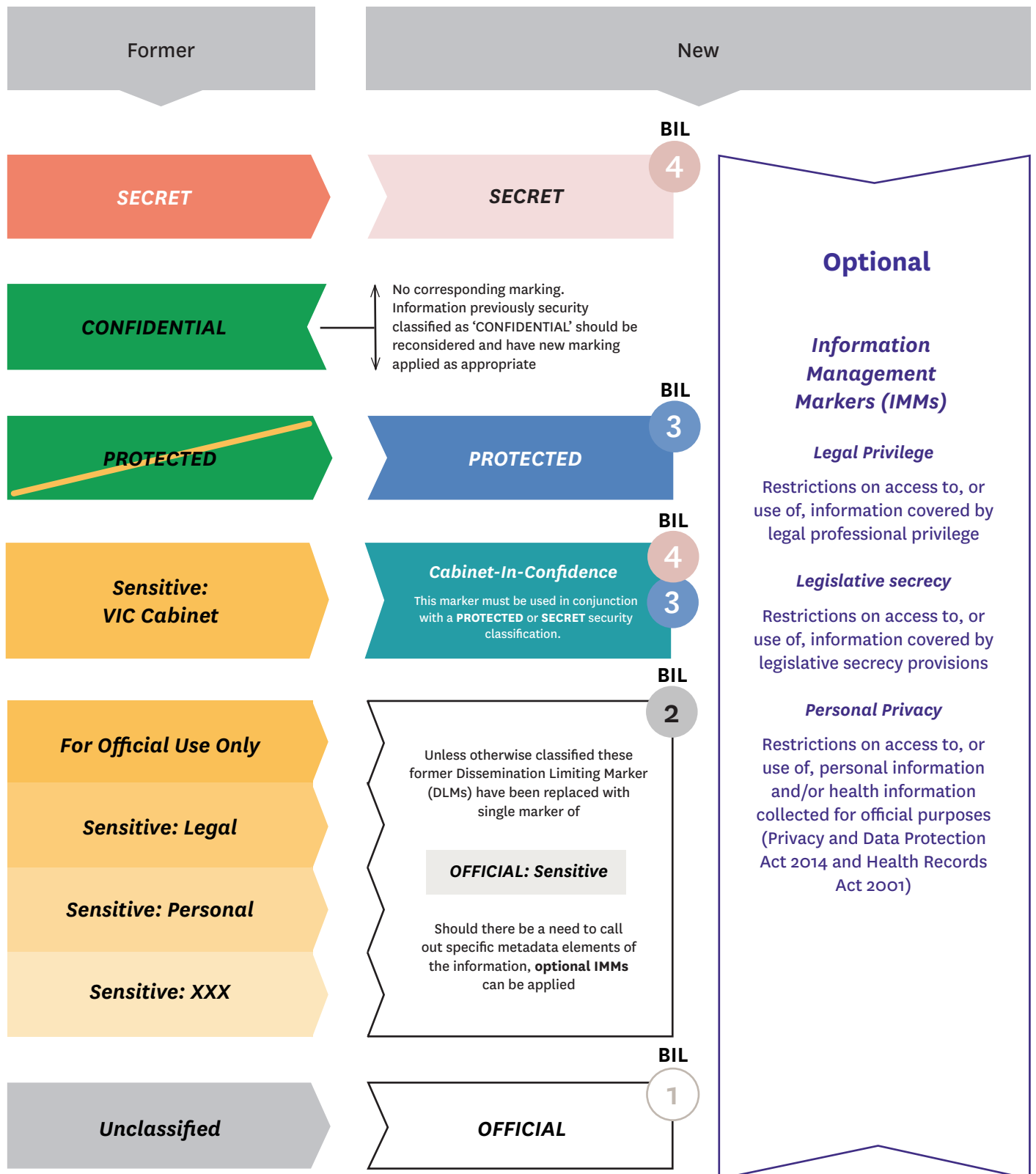
For further advice on the use of Information Management Markers, please refer to PROV



Public Record
Office Victoria

NOTE: Agencies or bodies have until October 2020 to implement the new protective marking scheme

Mapping From Old To New Protective Markings



NOTES: 1. Transition timeline from former scheme to new scheme concludes October 2020.

2. Organisations only need to reassess and re-mark information that they are actively using.

3. Please refer to the VPDSF Business Impact Level (BIL) Table for information about conducting information value assessments.