|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Information obtained, received, reused or stored for an official purpose or in supporting official activities (including personal information) **is required** to have one of these protective markings applied.  Please ask the originator about the handling requirements of the information with respect to the protective marking. | OFFICIAL  Information produced that relates to official duties and could cause MINOR harm or damage to our operations, organisations or individuals.  This is the majority of our routine information | OFFICIAL- Sensitive  Compromise of this information could cause LIMITED harm or damage to our operations, organisations or individuals.  Example: Staff, customer and commercially sensitive information | PROTECTED  Compromise of this information could cause MAJOR harm or damage to our operations, organisations or individuals.  Example: Heritage and wildlife protection records, identities of stakeholders where legislation restricts the disclosure of their identity, and similar information | PROTECTED - Cabinet in Confidence  All documents prepared for consideration by Victorian Cabinet (including drafts), are to be labelled as PROTECTED - Cabinet in Confidence |

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| About protective markings |
| Guide for the community, partners and third parties who use or provide official services |

## How to handle information with protective markings

Protective markings are visual sensitivity signals and are required to meet the Victorian Protective Data Security Framework (VPDSF).

If information does not have a protective marking, contact the originator to understand its confidentiality requirements and enquire which protective marking is appropriate. Protective markings should not be altered without consulting with the originator of the information.

More information can be found in the [Office of Victorian Information Commissioner’s Protective Marking user guide](https://ovic.vic.gov.au/resource/user-guide-handling-protectively-marked-information-v2-0/) <https://ovic.vic.gov.au/resource/user-guide-handling-protectively-marked-information-v2-0/>.

## PROTECTED - Cabinet in Confidence information handling requirements

Cabinet-In-Confidence (sometimes referred as ‘CIC’) information must be handled in compliance with the Victorian government *Cabinet Handbook*. More information can be found on the Victorian government’s website and their [Guidelines for working in government](https://www.vic.gov.au/guidelines-working-government) <https://www.vic.gov.au/guidelines-working-government>.

## Handling information with a protective marking from former protective marking schemes

Information that has been protectively marked under a former scheme must be reassessed under the current VPDSF protective marking scheme when actively used. Documents not in active use do not need to be reassessed, or re-marked. Please request the originator to re-assess the information and replace the former protective marking.

The new protective marking scheme is heavily influenced and aligns with the Commonwealth government’s Information Security requirements of the [Protective Security Policy Framework (PSPF)](https://www.protectivesecurity.gov.au/information/sensitive-classified-information/Pages/default.aspx) <https://www.protectivesecurity.gov.au/information/sensitive-classified-information/Pages/default.aspx> .

## Handling information with a protective marking from former protective marking schemes

Table 1 - Protective marking comparisons from former schemes

|  |  |
| --- | --- |
| Some of the protective markings from former schemes | New (current) protective marking scheme under VPDSS. |
| CONFIDENTIAL | No direct replacement. Re-assess the information and apply an appropriate protective marking. |
| UNCLASSIFIED | **OFFICIAL** |
| FOR OFFICIAL USE ONLY | **OFFICIAL - Sensitive** |
| PROTECTED | **PROTECTED** |
| Protected: Vic Cabinet  Sensitive: Vic Cabinet | **PROTECTED - Cabinet-In-Confidence** |

* ‘CONFIDENTIAL’ (former marking) -> No direct replacement. Re-assess the information and apply an appropriate protective marking
* UNCLASSIFIED (former marking) – replace with ‘OFFICIAL’.
* FOR OFFICIAL USE ONLY (former marking) – replace with ‘OFFICIAL - Sensitive.
* PROTECTED protective marking is unchanged.
* Protected: Vic Cabinet’ and ‘Sensitive: Vic Cabinet’ (former marking) – replace with ‘PROTECTED - Cabinet-In-Confidence.