

---

Chapter: **Legislation and Policy**

Classification: **Public Document**

Subject: **Document Classification**

For: **Correctional Services Division**

  
Authorized by the Executive Director

---

## Policy

- 1 Correctional Services will ensure documents are classified in order to protect, manage and control sensitive information.
  - (a) The classification category assigned to a document will identify the level of document security and intended distribution.

## Classification Categories

- 2 **Public Document:** Public documents are unclassified documents that includes information that is unrestricted. A document classified as “Public Document” is available to the public
  - (a) by request using the contact information provided on the Department of Justice website
  - (b) under the Department of Justice Routine Access Policy, available at <http://novascotia.ca/just/IAP/>, Information Access & Privacy (FOIPOP) under Routine Access
  - (c) by a superintendent or senior probation officer
- 3 **Protected A:** These documents are of low sensitivity. They contain information that is only sensitive outside the government. Protected A documents are available to employees and approved non-employees, e.g., Policies and Procedures.
- 4 **Protected B:** The documents have a medium sensitivity. They contain information that is sensitive within government or contains information on a specific person, e.g., disciplinary reports. Protected B documents are intended for use by specific groups of employees, e.g., payroll documents.
- 5 **Protected C:** The documents are highly sensitive. They contain information that is extremely sensitive and of highest value to government. Protected C documents are intended for use by named positions/ individuals only, e.g., sealed tenders and request for proposals prior to the closing of the competition, cabinet documents.

## Procedures

- 6 A classification category will be assigned to the following documents

---

Chapter: **Legislation and Policy**

Classification: **Public Document**

Subject: **Document Classification**

For: **Correctional Services Division**

  
Authorized by the Executive Director

- (a) policy and procedures
  - (b) standard operating procedures
- 7 A classification category should be considered for the following documents
- (a) briefing notes
  - (b) directives
  - (c) formal letters
  - (d) memorandums
  - (e) emails
- 8 Correctional staff preparing documents will identify the classification category in accordance with the classification categories above.
- 9 The classification category will be identified on the top and to the left of each page of the document.
- 10 The document will be distributed only as determined by the classification category.
- 11 Distribution of classified documents to individuals or groups not identified as intended recipients will be approved by a Director or the Executive Director.