



NSW Government Information Classification, Labelling and Handling Guidelines 2020 – Summary of key changes

What are the Guidelines?

The NSW Government Information Classification, Labelling and Handling Guidelines (*the Guidelines*) detail how NSW agencies can correctly assess the sensitivity and security of their information, label and then handle this information safely.

Why were they updated?

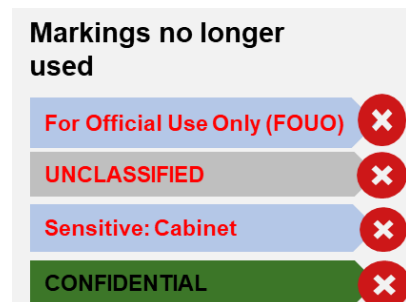
The Australian Government updated their Protective Security Policy Framework (PSPF) in 2018. The NSW Government Guidelines align with this framework.

What changed?

The Australian Government has simplified its classification system and has removed the CONFIDENTIAL security classification.



Some labels are no longer used.



A special handling CABINET caveat replaces the previous Sensitive: Cabinet dissemination limiting

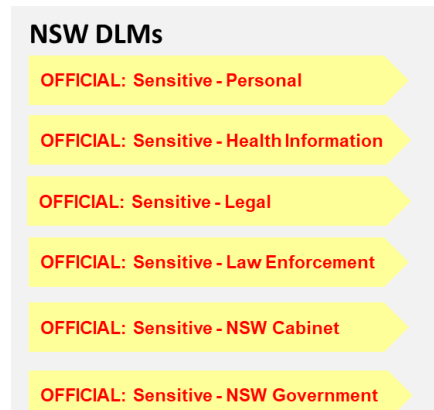
marker which was used for Commonwealth Cabinet information. The requirement for the CABINET caveat to appear with an appropriate security classification has not changed. A new NATIONAL CABINET caveat has been added which can accompany OFFICIAL: Sensitive or security classification labels.

Information management markers (IMM) are optional for the Australian Government and will **not** be applied to NSW information. IMMs can be used to describe access restrictions and include; Legal privilege, Legislative secrecy and Personal privacy. Although NSW is not applying these markings it is important that NSW agencies understand these markers in-case they receive information marked with them.

What does this mean for NSW?

NSW agencies do not need to re-label their existing information. The new labels should be applied to new information, information in use and new systems. Information that is in use and has old labels should be updated taking a risk-based approach.

NSW will continue to use Dissemination Limiting Markers (DLMs). The only change from the 2015



guidelines is the addition of the word OFFICIAL as a prefix to align with the Australian Government labelling conventions.

It is best practice in NSW to use the full descriptive DLM rather than just using OFFICIAL: Sensitive, so that the reason for the information's sensitivity is explicit.