

Government Information Protection | Sensitivity Labels for Documents

Sensitivity labels classify and protect organization data. These labels are like a stamp. When applied to a document or email, they allow for content to roam across devices and users in a secure, protected way that meets business and compliance needs at the Government of Saskatchewan.

Sensitivity Labels Classification Taxonomy for Documents

Use the table below to understand how each sensitivity label classifies and protects documents.

Sensitivity Label	Encrypted	Remove Encryption	Read – View only	Edit	Copy & Extract	Print	Save Content	Send Externally
Class A <i>Restricted</i>	Yes	No	Yes	No*	No*	No*	Yes Encrypted	Yes With Audit
Class B <i>Confidential</i>	Yes	No	Yes	No*	No*	No*	Yes Encrypted	Yes With Audit
Class C <i>General Business</i>	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Public	No	N/A	Yes	Yes	Yes	Yes	Yes	Yes
Not Classified	No	N/A	Yes	Yes	Yes	Yes	Yes	Yes

Note: Those who apply a sensitivity label are a label “Owner”. Owners have full control over the label and content rights and can provide access or change the label with justification.

*When labelling a document (Word, Excel, or PowerPoint) as Class A or Class B, a label owner can use permission controls to allow a recipient to edit, copy, or print content. But as a best practice, Class A and B documents should be avoided from printing hard copies.

Glossary

CLASS A: A breach of confidentiality could reasonably be expected to cause extremely serious personal or enterprise injury, including significant financial loss, loss of life or public safety, social hardship, or major political or economic impact.

CLASS B: A breach of confidentiality could reasonably be expected to cause serious personal or enterprise injury, loss of competitive advantage, loss of confidence in the government, financial loss, legal action, and damage to partnerships, relationships, and reputation.

CLASS C: A breach of confidentiality could reasonably be expected to cause personal, or enterprise injury, including limited levels of financial losses and impacts on services, performance levels, and reputation.

PUBLIC: A breach of confidentiality will not result in injury to individuals, governments, or private sector institutions.

NOT CLASSIFIED: Default label for unclassified content. It is an end user’s responsibility to classify information when needed using the sensitivity labels (Class A, Class B, Class C, or Public) for proper records management and security.

SAVE ENCRYPTED: The file is saved in an encrypted format. Only authorized people are provided with the ability to view encrypted content in a readable format.

SHARE WITH AUDIT: An alert is sent to the user when an email or attached document labelled as Class A or Class B leaves the organization. The alert reminds the user that this action is against government policy.