**Table 1 Minimum use and storage protections for security classified information**

| | Sensitive information | | Security classified information | | |
|---|---|---|---|---|---|
| | OFFICIAL | OFFICIAL: Sensitive | PROTECTED | SECRET | TOP SECRET |
| | 1 Low business impact | 2 Low to medium business impact | 3 High business impact | 4 Extreme business impact | 5 Catastrophic business impact |
| Protect information when stored or used<br>**a.** when unattended – with a clear desk (for papers and removable storage media) and a clear screen for information processing facilities | ✓ Apply clear desk and screen protections. | ✓ Apply clear desk and screen protections. | ✓ Apply clear desk and screen protections. | ✓ Apply clear desk and screen protections. | ✓ Apply clear desk and screen protections. |
| **b.** in Zone One<br>Public access. | **Storage:** ✓ Permitted if secured from unauthorised access, locked commercial container recommended.<br>**Use:** ✓ Permitted. | **Storage:** ✓ Permitted if secured from unauthorised access, SCEC Class C container recommended.<br>**Use:** ✓ Permitted. | **Storage:** × not to be stored unless unavoidable. If unavoidable, SCEC Class C container, commercial safe or vault.<br>**Use:** ✓ Permitted. | **Storage:** × Not to be stored. [Note i]<br>**Use:** × Not to be used unless exceptional circumstances.<br>a. originating entity approval required. | **Storage:** × Not to be stored.<br>**Use:** × Not to be used. |
| **c.** in Zone Two<br>Restricted public access. Unrestricted access for authorised personnel. May use single factor authentication for access control. | **Storage:** ✓ Permitted if secured from unauthorised access.<br>**Use:** ✓Permitted. | **Storage:** ✓ Permitted if secured from unauthorised access.<br>**Use:** ✓ Permitted. | **Storage:** ✓ Permitted if in SCEC Class C container.<br>**Use:** ✓ Permitted. | **Storage:** × Not to be stored unless exceptional circumstances.<br>a. originating entity approval required<br>b. SCEC Class A container.<br>**Use:** ✓ Permitted. | **Storage:** × Not to be stored.<br>**Use:** × Not to be used. |
| **d.** in Zone Three<br>No public access. Visitor access only for visitors with a need to know and close escort. Restricted access for authorised personnel. Single factor authentication for access control. | **Storage:** ✓ Permitted if secured from unauthorised access.<br>**Use:** ✓ Permitted. | **Storage:** ✓ Permitted if secured from unauthorised access.<br>**Use:** ✓ Permitted. | **Storage:** ✓ Permitted if secured from unauthorised access, SCEC Class C container recommended.<br>**Use:** ✓ Permitted. | **Storage:** ✓ Permitted if in SCEC Class B container.<br>**Use:** ✓ Permitted. | **Storage:** × Not to be stored unless exceptional circumstances<br>a. originating entity approval and ASIO-T4 advice required<br>b. storage period up to five days in SCEC Class A container.<br>**Use:** ✓ Permitted. |
| **e.** in Zone Four<br>No public access. Visitor access only for visitors with a need to know and with close escort. Restricted access for authorised personnel with appropriate security clearance. Single factor authentication for access control. | **Storage:** ✓ Permitted if secured from unauthorised access.<br>**Use:** ✓ Permitted. | **Storage:** ✓ Permitted if secured from unauthorised access.<br>**Use:** ✓ Permitted. | **Storage:** ✓ Permitted if secured from unauthorised access.<br>**Use:** ✓ Permitted. | **Storage:** ✓ Permitted if in SCEC Class C container.<br>**Use:** ✓ Permitted. | **Storage:** × Not to be stored unless exceptional circumstances.<br>a. originating entity approval and ASIO-T4 advice required<br>b. storage period up to five days in SCEC Class B container.<br>**Use:** ✓ Permitted. |
| **f.** in Zone Five<br>No public access. Visitor access only for visitors with a need to know and with close escort. Restricted access for authorised personnel with appropriate security clearance. Dual factor authentication for access control. | **Storage:** ✓ Permitted.<br>**Use:** ✓ Permitted. | **Storage:** ✓ Permitted.<br>**Use:** ✓ Permitted. | **Storage:** ✓ Permitted.<br>**Use:** ✓ Permitted. | **Storage:** ✓ Permitted if in SCEC Class C container.<br>**Use:** ✓ Permitted. | **Storage:** ✓ Permitted if in SCEC Class B container.<br>**Use:** ✓ Permitted. |

Table 8 notes

[i] While SECRET information is not stored in Zone One, storage of other (physical) assets is permitted if in a high security safe or vault. See the Australian Standard 3809 Safes and strongrooms for further information.