<table>
<thead>
<tr>
<th>Protect information when stored or used</th>
<th>Official: Sensitive</th>
<th>Protected</th>
<th>Secret</th>
<th>Top Secret</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. when unattended – with a clear desk (for papers and removable storage media) and a clear screen for information processing facilities</td>
<td>✗ Apply clear desk and screen protections.</td>
<td>✗ Apply clear desk and screen protections.</td>
<td>✗ Apply clear desk and screen protections.</td>
<td>✗ Apply clear desk and screen protections.</td>
</tr>
</tbody>
</table>
| b. in Zone One  
Public access. | Storage: ✗ Permitted if secured from unauthorised access, locked commercial container recommended. Use: ✗ Permitted. | Storage: ✗ Permitted if secured from unauthorised access, S Cec Class C container recommended. Use: ✗ Permitted. | Storage: ✗ Not to be stored unless unavoidable. If unavoidable, S Cec Class C container, commercial safe or vault. Use: ✗ Permitted. | Storage: ✗ Not to be stored. Use: ✗ Not to be used. |
| c. in Zone Two  
Restricted public access.  
a. originating entity approval required  
b. S Cec Class A container. Use: ✗ Permitted. |
| d. in Zone Three  
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. Use: ✗ Permitted. | Storage: ✗ Permitted if secured from unauthorised access. Use: ✗ Permitted. | Storage: ✗ Permitted if secured from unauthorised access, S Cec Class C container recommended. Use: ✗ Permitted. | Storage: ✗ Not to be used unless exceptional circumstances.  
a. originating entity approval and ASIO-T4 advice required  
b. storage period up to five days in S Cec Class B container. Use: ✗ Permitted. |
| e. in Zone Four  
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. Use: ✗ Permitted. | Storage: ✗ Permitted if secured from unauthorised access. Use: ✗ Permitted. | Storage: ✗ Permitted if in S Cec Class C container. Use: ✗ Permitted. | Storage: ✗ Not to be stored unless exceptional circumstances.  
a. originating entity approval and ASIO-T4 advice required  
b. storage period up to five days in S Cec Class B container. Use: ✗ Permitted. |
| f. in Zone Five  

Table B notes

1 While S ECRET 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.