Appendix 15 Document marking policy

The Newcastle Safeguarding Children Partnership (NSCP) uses the Government security classification [system](https://www.gov.uk/government/publications/government-security-classifications) to classify and protect the information it handles. By marking documents and emails, simply and clearly, the scheme provides a common baseline for safeguarding information.

The policy is a straightforward, risk-based approach to the way that we classify and protect information and puts the onus on the individual to take responsibility for the information they manage.

**HOW WE HANDLE INFORMATION**

In line with the Document Marking Policy, we expect everyone handling NSCP information, regardless of its source to comply with the policy. In summary this means we:

* Handle, use and transmit with care
* Take basic precautions against accidental loss or compromise
* Dispose of information sensibly by destroying it in a manner to make reconstruction unlikely
* Ensure that statutory and regulatory obligations are fulfilled

**WHAT THE MARKINGS MEAN**

Each of the classifications we use provides a baseline set of controls that offer an appropriate level of protection.

**OFFICIAL**

Most of the information that is received, created, processed, generated, stored or shared within the NSCP is classed as OFFICIAL, unless otherwise marked. There is no requirement to mark routine OFFICIAL information, but we will mark information in some cases to provide instructions to anyone using the information, including external organisations, and to indicate that we have considered how the information should be handled.

**RESTRICTED**

Information that is of a particularly sensitive nature is marked RESTRICTED. This marking is used primarily when such information is distributed on a “need to know” basis.

**PROTECTED**

PROTECTED Information is highly sensitive cannot be widely circulated without the agreement of the author, organisation or NSCP Chairperson.