



Protective Markings at DTG

Digital Technologies Geelong (DTG) has transitioned to the revised Victorian Protective Data Security Framework (VPDSF) Protective Markings as required by the Office of the Victorian Information Commissioner (OVIC).

Refer to the [Quick Reference Guide](#) for examples of usage.

What are Protective Markings?

Protective markings are security labels assigned to public sector information. These labels signal the confidentiality requirements of the information.

Why should I apply Protective Markings?

A protective marking acts as a visual signal to those accessing or using the information.

Note: 'Official' Protective Marking – OVIC states

"It is recognised that the application of this protective marking (Official) may not always be appropriate and as such does not need to be mandatory applied".

If the Protective Marking of 'Official' is not appropriate to be displayed on an email or a document then it can be removed, providing that the information is at the 'Official' level or below and not 'Sensitive' or above.

If a user wants to remove the 'Official' marking and have no marking at all they can select 'No Business Impact' on the toolbar. The Protective Marking of 'No Business Impact' will not be visible on any email or document.

The 'Pin Board Test': Official v Official: Sensitive

A topic of debate is whether to classify records which contain personal information as Official or Official: Sensitive. OVIC and Risk Management advice is to classify personal information as Official: Sensitive.

Personal Privacy is an OVIC Information Management Marker (IMM) and is defined as information that has restrictions on access to, or use of personal information which was collected for official purposes. As per OVIC, records that fall under this IMM are to be classified as Official: Sensitive.

Hypothetically, when creating a document/email, if it is not appropriate for someone to print and display the document/email on a public pin board, then consideration must be given to label it as Official: Sensitive.

It would not be appropriate to display a staff member's date of birth or residential address on a public pin board. This highlights that there are restrictions on the use of personal information that DTG has collected for official purposes and falls under the Personal Privacy IMM which equals to Official: Sensitive.

Quick Reference Guide:

