



# OBLIGATIONS AND RESPONSIBILITIES OF SECURITY CLEARANCE HOLDERS

## INTRODUCTION

The ACT Government, in line with the ACT Government Protective Security Policy Framework (ACTPSPF), requires each agency to be responsible for ensuring that it has in place processes for identifying risks in relation to functions and resources. This responsibility also extends to ensuring that those with access to security classified information or areas are aware of their responsibilities for sound security practices.

Appropriate protective security measures, including ensuring all employees are aware of their security responsibilities, enhance the Justice and Community Safety Directorate's (JACS) overall performance and further its ability to deliver government outcomes without disruption.

This factsheet provides an overview of obligations and responsibilities as a holder of a Position of Trust (PoT) or Designated Security Assessed Positions (DSAP). This information can also assist staff who do not have a security clearance, with understanding their general responsibilities to ensure an appropriate, secure and safe work environment.

## WHAT ARE MY OBLIGATIONS NOW THAT I HAVE A SECURITY CLEARANCE?

All information and related assets held by JACS is official information and may have a level of sensitivity. Employees are obliged by the terms and conditions of their employment to handle all information held by the Directorate with care and discretion, whether or not it carries a security classification.

The obvious obligation of a person who is a holder of a PoT or DSAP is the protection of information. This includes adhering to the Clear Desk Policy and not disclosing classified information without appropriate authorisation.

It is also important that the need-to-know principle is adhered to when discussing work. It is the duty of all staff, but particularly managers, to ensure that this principle forms the basis of all access to official and classified information in their respective areas and that all staff understand their obligations to protect information.

## NEED-TO-KNOW PRINCIPLE

This principle lies at the heart of good security practice. Staff members should have access to official, sensitive and classified information only when that information is required for the job to which they are assigned. No one is entitled to see or obtain such information merely because it would be convenient for them, by virtue of their status, office or security clearance level.

Some of the less obvious, but very important obligations and responsibilities of staff with a security clearance are to inform the JACS Agency Security Advisor (ASA) if you have a change of



circumstances, if you are planning to travel overseas, if you are ceasing employment, or if you believe you have been contacted or approached in the nature of a security concern.

## REPORTING RELEVANT CHANGES OF CIRCUMSTANCES

As a holder of a PoT or DSAP holder, you are to report any significant changes of circumstances to the ASA. These include:

- entering into or ceasing a marriage or domestic partnership;
- any overseas travel;
- residence in foreign countries;
- relatives residing in foreign countries;
- changes in citizenship or nationality;
- non-routine communication with employees of foreign governments;
- significant changes in financial circumstances;
- changes in health or medical circumstances;
- involvement in criminal activity; and
- security incidents involving the clearance holder.

Not all changes in personal circumstances will be of relevance. However, the ASA is in the best position to assess whether a review of a person's suitability is required.

## CEASING EMPLOYMENT

Upon ceasing employment with JACS, employees that have accessed official or classified information will be required to complete an '[Obligations of Former Staff - Confidential Information](#)' form.

## CONTACT REPORTING

Regardless of your security clearance status if you believe you have been contacted or approached in a manner that is of a security concern, e.g. unsolicited requests for official information by people who do not have a need to know; you should notify the Agency Security Advisor as soon as possible and complete and [ACT Government Contact Reporting Form](#).

## ADDITIONAL INFORMATION

For additional information on the JACS Protective Security Policy or this fact sheet, please refer to the [JACS Security](#) intranet site.

## CONTACT

JACS Agency Security Advisor

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