



# CONTROLLED GOODS PROGRAM

## NEWSLETTER 7 – SPRING 2005

PWGSC's newsletter on current developments in the Controlled Goods Program (CGP) affecting Canadian business

### CGP Web site Redesign

We are pleased to inform you that our Web site has recently been redesigned allowing for easier navigation and identification of information. We invite you visit our new Web site at [www.cgd.gc.ca](http://www.cgd.gc.ca). Please update your bookmarks, as our new Internet address is slightly different from our old one; note that CGD stands for "Controlled Goods Directorate" – the Directorate manages the Controlled Goods Program.

### Latest Policy Guideline

We currently have nine policies that provide guidelines on how to apply various components of the CGP, such as security plans, security assessments, inspections, training programs, etc. Our latest policy is the [Policy Guideline on Contractual Workers](#), which aims to assist the registered person in determining when contractual workers must be registered with the CGP and when they can be dealt with solely by the registered person's security plan. You can view all of our policies on the "Policies and Guidelines" page of our Web site.

### Have you recently moved? Has your DO recently changed?

A basic legal requirement of the *Defence Production Act* is to notify the CGP of corporate changes. Please note that the authorized individual must report any changes to the "Application for Registration" form prior to the change taking effect; i.e., change of DO, closing a site, opening a site, moving, sale, merger, change of ownership, etc.

### Important Inspection Information

A registered person cannot refuse a reasonable inspection request, as an inspection forms an integral part of the compliance verification process. During an inspection, the Inspector will audit the physical security measures you have in place to safeguard controlled goods, information and technology, as well as review records of security assessments, exemptions from registration, security plan, inventory of controlled goods, etc. Please note that the CGP may require a copy of your security plan prior to the inspection.

### Recognition award

A recognition award has been presented to the Industrial Security Sector (to whom the Controlled Goods Directorate reports) by the Treasury Board in recognition for the importance of the industrial security program to the government of Canada.

### Frequently Asked Question

*"What should I do in the case of a security breach?"*

In case of a security breach with respect to controlled goods, information or technology, you must:

- inform the CGP of the breach within 72 hours;
- document the breach with a written report;
- submit the report to the CGP;
- implement corrective measures to ensure similar security breaches do not occur in the future; and
- report the breach to the local police, if it is criminal in nature.

### Practical Security Tip

What if the content of your wastebasket were read by unauthorized individuals? Is there occasionally controlled information in it? Do you know that this type of event represents a security breach?

... think of the shredder to throw away any sensitive information!

