

Security SpotLight

An Informational Guide for Securitas Clients

All officers could at some point, in their career with Securitas USA and related companies be required to complete one of a number of possible reports. Reports should be clear, concise, correct and complete. It is important to interview witnesses and possible victims to help ensure a record of all relevant information. However, it is also important to safeguard against including certain private and/or proprietary pieces of information



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Helpfulness*



Securitas Security Services, USA, Inc.

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Safeguarding Classified and Proprietary Information

Not maintaining the confidentiality of such information could have several unintended consequences including leaking classified or secret information. There is also the possibility of releasing personal medical or biographical information about witnesses and possible victims. Additional unforeseen consequences include providing corporate or industry secrets, or allowing site plans or security operations protection

information to become available to the public or entities that might seek to exploit it. Such breaches can result in theft, lawsuits, and even criminal prosecution. To reduce the chance of this kind of security lapse occurring, officers at Securitas USA and related companies are trained to review all the details and itemized pieces of information to verify that nothing included in their report falls into one of these categories.

Classified versus Proprietary Information

A common dilemma is trying to identify classified and proprietary information. Something classified is defined as sensitive information, to which access is restricted by law or regulation to particular classes of people. A formal security clearance is required to handle classified documents or access to that data. Conversely, no formal security clearance is needed to handle

proprietary information, better known as a trade secret. This is information that a private company or business desires to keep confidential from outside persons or competitors. This can take the form of and include secret formulas, secret processes, and methods used in the manufacturing and production of a product or good. (Merriam-Webster Dictionary 2015)

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What is considered classified or proprietary?

When determining whether something is classified or proprietary, one should consider the following:

- Is it something that has been officially classified by a government organization as confidential, secret, or top-secret?
- Does any of the information reveal trade secrets of a business or private enterprise?
- Is it information that requires the approval of an individual or organization because of its sensitive nature? An example of this could be personal medical information about a victim.
- Does the information reveal any aspect of the security operations and protection of the site? If so, then the reference to specific security practices at that location or site should be removed.
- Is the release or inclusion of the information absolutely required, or needed, to have a complete and accurate record of events and actions taken by all parties involved?



Added Security

When organizing and writing a report, our officers understand that they are delivering on the promise of the values of Securitas USA and related companies by being mindful of the need to keep classified and propriety information from being included in a report. An officer's ability to safeguard client information provides an added layer

of security. In today's high tech environment, with computers and electronic message services, the theft of data is of constant concern to IT professionals. If sensitive information were to be included in reports and those reports intercepted, the information could potentially be used in ways that were not in the interests of the client.

Conclusions

As our officers go about completing their duties in a professional manner, it is important to contemplate the larger picture. By focusing on something as routine as completing required reports and being mindful of safeguarding propriety information, we are trying to stress

the importance of all duties and how they have a potentially cascading effect upon what is done in the course of a day. This will ensure that all employees are living up to the Securitas USA and related companies value of Vigilance!

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For more information on this and other security related topics, visit the Securitas Safety Awareness Knowledge Center at <http://www.securitas.com/us/en/Knowledge-Center/Safety-Awareness-Tips>