

National Energy
Board



Office national
de l'énergie

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To: All companies under National Energy Board jurisdiction,
Canadian Energy Pipeline Association,
Canadian Association of Petroleum Producers, and
Provincial Regulators

**Subject: National Energy Board Security Advisory
NEB SA 2007-03 Security Sensitive Documents**

Attached is a security advisory regarding the distribution of security sensitive information associated with applications submitted to the National Energy Board. This advisory reminds companies of the need for a process to manage security sensitive information and to ensure vigilance when preparing and submitting applications to the National Energy Board.

The Board expects that this advisory be given wide circulation to personnel involved in document management and regulatory affairs within your organization.

For further information regarding this advisory please contact Jamie Kereliuk of the National Energy Board at 403-299-2793 or 1-800-899-1265.

Yours truly,

A handwritten signature in black ink, appearing to read "David Young".

David Young
Acting Secretary

Attachment

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Security Sensitive Documents

Incident Description

A security sensitive document was submitted to the National Energy Board as part of the application process. The document in question contained security sensitive information about facility operations and countermeasures. The Board is a court of record and considers information filed as part of an application to be on the public record. If security information is required as part of an application the company can request that the information be filed confidentially under section 16.2 of the *National Energy Board Act*.

Preventive Actions

The Board recommends companies implement the following preventative actions:

- Create processes to manage security sensitive information
- Create procedures to classify and handle security sensitive information
- Ensure appropriate classification and labeling guidelines for documents
- Ensure staff at all levels understand and act appropriately to safeguard sensitive information
- If information is an essential part of the application, consider requesting that the information be filed confidentially under section 16.2 of the *National Energy Board Act*.

For further information regarding this advisory please contact Jamie Kereliuk of the National Energy Board at 403-299-2793 or 1-800-899-1265.