



PESEC-3

Managing separating people

What to know



This summary sheet outlines key points from PESEC-3: Managing separating people – a policy under Tasmania's Protective Security Policy Framework (TAS-PSPF).

The TAS-PSPF supports Tasmanian Government agencies to protect their people, information and assets from compromise and harm.

To read the TAS-PSPF or to find other summaries, policies and resources, go to www.security.tas.gov.au

Throughout their career, people often move within and between Tasmanian Government agencies. This includes when people leave an agency by transfer, resignation, secondment, termination, or long-term leave, or when a contract ends or is cancelled.

Policy PESEC-3 sets out how your agency can, as is required under the TAS PSPF, use risk based processes to protect the confidentiality, integrity and availability of information and assets when people leave the agency.

Review and manage security clearances

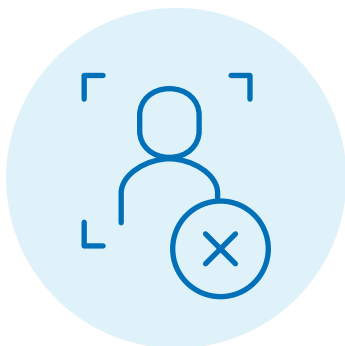


Your agency must identify positions which require an active security clearance – this means that only while a person occupies one of these positions should they have a valid security clearance. Security clearances require input from the clearance sponsor (the agency or entity that verifies the need for a person to hold a security clearance) in order to be deemed valid and active.

Your Agency Security Advisor (ASA) must review active agency security clearances regularly and provide confirmation to DPAC that those arrangements are to continue according to position requirements. When a person holding a security clearance separates from your agency, the following activities must take place:

- an exit interview
- a debrief of the person from any sensitive or security-classified information, which may include caveated and compartmented information
- advice from the clearance sponsor to the authorised vetting agency, who will update the clearance status according to separation circumstances.

If the separating person is transferring, either temporarily or permanently, to another Tasmanian Government agency, the clearance sponsor must be notified. They must also be notified when the security-cleared person is transferring to an organisation external to the Tasmanian Government.



Withdraw or modify access as needed

Addressing the movement of people is a critical step in protecting your agency's information, people and assets from compromise and harm. It involves making a risk-based assessment as to the modifications necessary regarding a person's access to all parts of the agency.

Once a person separates from their role, or your agency, their need for ongoing access to official information and resources also concludes. With this in mind, the person's access to both physical facilities and resources, including ICT systems, must be removed. They should also be required to return any agency property in their possession (for example, credit card/s, key/s, vehicle).

Conduct exit interviews and manage residual risk

In addition to their broader function, exit interviews provide the opportunity to remind the departing person of their obligations to protect your agency's information. At the exit interview, it is important to ensure all confidential information and devices have been returned, and all access codes and passwords have been deactivated.

In certain circumstances, a person may depart your agency without completing all required separation activities. This could be due to unforeseen circumstances or where the person refuses to participate.

In situations like this, where requirements of the separation process are incomplete, your agency must undertake a risk assessment for any aspects of the person's employment that have not been resolved.

It is also important to share information relating to security concerns when appropriate as this serves to further protect Tasmanian Government information, people and assets.

