

# Classification Tool

Table 4: Classification Tool

	Business Impact Level	Questions	If Yes, consider use of:
National Security	<b>6-CATASTROPHIC</b> Catastrophic harm to national security (long term)	<p>Would the compromise of this information cause catastrophic harm to New Zealand's defence, security, or international relations (long term)?</p> <p>For example, could its compromise:</p> <ul style="list-style-type: none"> <li>cause such harm to New Zealand that its reputation as a trusted ally would be brought into question?</li> <li>result in a long-term withdrawal from key international partnerships and treaties?</li> <li>result in long-term damage to our defence or security operational effectiveness or capabilities or threaten the stability of New Zealand or other nations?</li> <li>result in a long-term impact to the provision of services to New Zealanders?</li> <li>shutdown critical national infrastructure (months to years)?</li> <li>result in long-term damage to New Zealand's economy?</li> </ul>	<b>TOP SECRET</b>
	<b>5-EXTREME</b> Extreme harm to national security (medium term)	<p>Would the compromise of this information cause extreme harm to New Zealand's defence, security, or international relations (medium term)?</p> <p>For example, could its compromise:</p> <ul style="list-style-type: none"> <li>result in seriously damaging New Zealand's reputation and have a negative impact on other country's willingness to work (or share information) with us?</li> <li>cause official sanctions against New Zealand and a major loss of its international reputation?</li> <li>result in medium-term impacts to our defence or security installations, operations, or capability?</li> <li>result in medium-term impacts on the provision of services to New Zealanders?</li> <li>cause serious disruption to national infrastructure (weeks to months)?</li> <li>result in medium-term impact to all parts of New Zealand's economy?</li> </ul>	<b>SECRET</b>
	<b>4-VERY HIGH</b> Significant harm to National Security (short term)	<p>Would the compromise of this information result in significant harm to New Zealand's defence, security, or international relations (short term)?</p> <p>For example, could its compromise:</p> <ul style="list-style-type: none"> <li>cause harm to our international reputation such as resulting in formal protest from other nations or compromising our interests in a bi-lateral trade negotiation?</li> <li>result in short-term impact to our defence or security operational effectiveness or capabilities such as cause security concerns for our forces?</li> <li>result in a significant but short-term disruption to services to New Zealanders (days to weeks)?</li> <li>cause harm to the financial viability or productivity of a significant sector of the economy?</li> </ul>	<b>CONFIDENTIAL</b>
	<b>3-HIGH</b> Adversely affecting National Security	<p>Would the compromise of this information adversely affect New Zealand's national interest, security, defence or international relations?</p> <p>For example, could its compromise:</p> <ul style="list-style-type: none"> <li>degrade the effectiveness of agencies working in national security areas?</li> <li>degrade defence or security operational effectiveness such that operations may need to be replanned, reprioritised, or delayed?</li> <li>adversely affect New Zealand's diplomatic relations such as affect negotiations with a nation?</li> <li>adversely affect economic, scientific, or technological matter vital to New Zealand's stability or integrity?</li> </ul>	<b>RESTRICTED</b>
Policy and Privacy	<b>3-HIGH</b> Causing harm to individuals, organisations, or New Zealand's national interest	<p>Would compromise of this information cause harm to organisations, damage the interests of New Zealand or endanger the safety or wellbeing of its citizens?</p> <p>For example, could its compromise:</p> <ul style="list-style-type: none"> <li>endanger the safety of any person or materially harm their wellbeing or livelihood?</li> <li>disrupt organisational services?</li> <li>cause loss of trust with the public?</li> <li>disadvantage government negotiations?</li> <li>prematurely disclose information on government policies that has economic or financial consequences?</li> <li>harm our ability to prevent, detect, or investigate offences?</li> <li>affect the security or resilience of national infrastructure or services?</li> </ul>	<b>SENSITIVE</b>
	<b>2-MEDIUM</b> Medium impact to individuals, organisations, or New Zealand's national interest	<p>Would compromise of this information prejudice the maintenance of law and order, impede organisation operations, or affect adversely the privacy of its citizens?</p> <p>For example, could its compromise:</p> <ul style="list-style-type: none"> <li>impede non-critical services or inconvenience an organisation but not prevent them from delivering services?</li> <li>prejudice the preservation of law and order or New Zealand's economic interests such as prejudicing Police or Justice investigations or prosecutions?</li> <li>breach obligations of confidence such as legal or professional privilege?</li> <li>prejudice an organisation's negotiation with a supplier?</li> <li>breach a person's privacy but does not endanger their safety or wellbeing?</li> </ul>	<b>IN-CONFIDENCE</b>
Unclassified	<b>1-LOW</b> Low impact on individuals, organisations, or New Zealand's national interest	<p>Would compromise of the information cause low impact on individuals, organisations, or New Zealand's national interest?</p> <p>For example, could it cause limited harm such as</p> <ul style="list-style-type: none"> <li>temporary minor reduction in operational effectiveness?</li> <li>annoyance but not causing a breach of a person's privacy or endangering their safety or wellbeing?</li> </ul> <p>For low impact information, the standard protections afforded to all government information are sufficient to keep it secure.</p>	<b>UNCLASSIFIED</b>