

Contract Security Program

Information technology security

Reference sheet



Authority to process

To obtain the authority to process information technology (IT) designation, organizations must hold a valid:

- [Designated organization screening \(DOS\)](#) or a [Facility security clearance \(FSC\)](#)
- [Document safeguarding capability \(DSC\)](#)



Your organization will need to:

- ensure their company security officer (CSO) understands IT requirements
- undergo an IT security inspection by an IT security inspector with the Public Services and Procurement Canada (PSPC) Contract Security Program (CSP)
- obtain approval in writing from PSPC before protected or classified Government of Canada (GC) information is accessed electronically

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Inspection process

The IT security inspection focuses on the IT systems the organization will be using to produce, process and store protected or classified GC information.

It is conducted **after** the contract has been awarded and physical security requirements have been met.

Before the inspection

1. A PSPC IT inspector is appointed and will contact the organization's CSO.
2. The CSO is required to complete an IT security checklist and submit a detailed picture of its organization's IT environment to the IT security inspector.
3. The IT security checklist is used by the inspector to assess the organization's ability to produce, process and store sensitive government information technology at the organization's work site.

You will be required to complete a new checklist for each contract with IT security requirements.

4. The IT inspector reviews the technical documentation provided by the GC client department. The technical documentation identifies contract specific IT-related requirements and safeguards, which the organization will be required to meet, as part of the GC contract.

Contract IT requirements are generally defined by GC client department's project authorities.

Inspection process cont'd

During the inspection

The IT security inspector evaluates the organization's IT system to ensure that the appropriate safeguards are in place. The organization is expected to demonstrate the ability to securely produce, process and store sensitive GC information.

All personnel working on the contract including IT personnel must be cleared to the appropriate security level.

Only employees who have a **need-to-know** based on their duties are authorized to access sensitive GC information and assets.

Any personnel working on the contract may be interviewed during the IT security inspection.

After the inspection

The recommendations of the IT security inspector must be validated in a **declaration letter** after the inspection is completed.

Once the declaration letter has been received and approved by PSPC's IT security inspector, the organization will be issued an Authority to Process IT approval letter.

The organization can only begin work once PSPC has issued the **approval letter**.

IT approvals are contract-specific, and are valid for the life of the contract.

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