NATS

Protective Marking Scheme

	Sharing Documents			Document Deletion		
	Share Externally	**Print**	**Fax**	**Recycle**	**Confidential Waste**	**Delete**
UNMARKED	✅	✅	✅	✅	❌	✅
NATS PRIVATE	✅ When required only.	✅ When required only.	✅ Forewarn recipient and confirm receipt.	❌	✅	✅ Or cross cut shred.
NATS PROTECTED	Host information in NATS extranet only unless agreed otherwise.	⚠️ Private print only.	⚠️ Forewarn recipient and confirm receipt.	❌	✅	✅ Or cross cut shred.

	Document Creation & Storage			Access Control			
	Creation	**Storage Physical**	**Storage Electronic**	**Public**	**Contractors**	**Employees**	**Access Review**
UNMARKED	No marking required.	No restriction.	No restriction.	✅	✅	✅	No restriction.
NATS PRIVATE	NATS PRIVATE on every page.	Store out of sight when not in use.	Store in SharePoint when possible. If required, restrict permissions.	❌	⚠️ Strictly need to know.	✅	Regularly review access list for contractors.
NATS PROTECTED	NATS PROTECTED on every page.	Lock away when not in use.	Store in SharePoint when possible. Always restrict permissions.	❌	⚠️ Strictly need to know.	⚠️ Strictly need to know.	Regularly review access list for all.