#OFFICIAL, OFFICIAL-SENSITIVE

##OFFICIAL

OFFICIAL is a UK HM Government information asset classification under the [Government Security Classifications Policy (GSCP)](https://www.gov.uk/government/publications/government-security-classifications).

##OFFICIAL-SENSITIVE

OFFICIAL-SENSITIVE is **not** a classification. SENSITIVE is a handling caveat for a small subset of information marked OFFICIAL that require *special* handling by staff above and beyond the described OFFICIAL baseline.

The SENSITIVE handling caveat is a *reminder* as opposed to a requirement for additional controls nor a description of a minimum set of controls.

Guidance on handling [OFFICIAL-SENSITIVE data and IT](https://www.gov.uk/guidance/official-sensitive-data-and-it).

##DESCRIPTORS

Descriptors *can* be applied (but they do not need to be) to help identify certain categories of SENSITIVE information.

Descriptors should be applied in the format OFFICIAL-SENSITIVE [DESCRIPTOR]

The Cabinet Office maintains the following list of core descriptors to ensure a consistent approach is adopted across all departments:

* COMMERCIAL: Commercial- or market-sensitive information, including that subject to statutory or regulatory obligations, that may be damaging to HMG or to a commercial partner if improperly accessed.
* LOCSEN: Sensitive information that locally engaged staff overseas cannot access.
* PERSONAL: Particularly sensitive information relating to an identifiable individual, where inappropriate access could have damaging consequences. For example, where relating to investigations, vulnerable individuals, or the personal / medical records of people in sensitive posts (e.g. military, SIA).

Descriptors are **not** codewords.

##Contacts

For any further questions relating to security, contact: [security@justice.gov.uk](mailto:security@justice.gov.uk), or for security advice, contact the [Cyber Assistance Team](mailto:CyberConsultancy@digital.justice.gov.uk).

##Feedback

If you have any questions or comments about this guidance, such as suggestions for improvements, please contact: [IT policy content](mailto:itpolicycontent@digital.justice.gov.uk).