

## CSIS Policies and Procedures

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### OPS-509 RECORDING - TRACKING OF EXCHANGES OF INFORMATION

#### 1. INTRODUCTION

##### Objective

1.1 To provide direction on the recording and tracking of information exchanged between CSIS and external organizations.

##### Scope

1.2 This policy applies to sections 12 and 16 of the *CSIS Act*, information exchanged pursuant to an arrangement entered into under s. 17 of the *CSIS Act*, with any department of the Government of Canada, government of a province or any department or institution thereof, police force in a province, government of a foreign state or an institution thereof or an international organization of states or an institution thereof.

1.2.1 In instances where there is no arrangement under s. 17 of the *CSIS Act*, the Service may receive unsolicited information from external organizations.

1.3 Notwithstanding the requirement to record s. 12 and s. 16 of the *CSIS Act* information exchanges, it is not the intent of this policy to diminish or restrict ongoing liaison and operational discussions. Classified information exchanged during liaison and operational discussions should be documented and coded for tracking purposes.

##### Authorities and References

1.4 *CSIS Act*

1.5 Ministerial Direction - CSIS Operations(2001 03 01)

1.6 OPS-402, "Section 17 Arrangements with Foreign Governments and Institutions"

1.7 OPS-501, "Operational Reporting"

1.8 OPS-601, "Authorized Disclosure of Operational Information or Intelligence - General"

1.9 OPS-602, "Disclosure of Security Information or Intelligence"

1.10 OPS-603, "Disclosure of Operational Information and Intelligence - Caveats"

**Definitions**

**1.13 Exchange of Information:** The receipt or disclosure of information obtained or released in the performance of the Service's duties and functions under sections 12 and 16 of the CSIS Act.

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