



Defence Security Principles Framework (DSPF)

Protected Identities

Control Owner

1. Assistant Secretary People Policy and Employment Conditions (AS PPEC) is the Control Owner for this control under the Administration & Governance Domain of the Administrative Policy Framework (which includes Security). The Associate Secretary is the Accountable Officer for this domain. The First Assistant Secretary Security and Vetting Service (FAS S&VS) is the Policy Owner for security.
2. AS PPEC is also the Policy Owner for personnel policy under the People domain. The Deputy Secretary People is the relevant accountable officer

Escalation Thresholds

3. The Assistant Secretary People Policy and Employment Conditions has set the following general thresholds for risks managed against this DSPF Enterprise-wide Control and the related DSPF Principle and Expected Outcome.

Risk Rating	Responsibility
Low	Defence personnel in consultation with their Supervisor, Commander or Manager
Moderate	EL2/O-6 or equivalent in relevant Group/Service
Significant	AS PPEC
High	Defence Security Committee (DSC) – through AS PPEC
Extreme	Defence Security Committee (DSC) – through AS PPEC

Note: Persons engaged under a contract are not authorised to depart from Defence Administrative Policy without approval from appropriate Defence personnel.


DSPF

Control


Purpose of Protected Identity Policy

4. Protected identity status is granted to Defence personnel associated with sensitive capabilities to protect against unauthorised disclosures of the individuals personal information, information regarding their association with a sensitive capability and the sensitive capability itself.
5. This Control provides a framework to guide and assist Commanders and Managers with determining the information requiring protection during an individual's involvement with a sensitive role. The assignment of protected identity status is a means to formally identify risks and apply a set of planned and consistently understood controls to reduce the likelihood of negative or harmful consequences.
6. Guidance provided in this policy is not designed for retrospective assignment of protected identity status after an individual's involvement with a sensitive capability has ceased. Where Commanders and Managers identify a need to limit exposure of personal information for privacy, safety, or other lawful reasons, those Commanders and Managers are responsible for applying appropriate Operational Security (OPSEC) and/or privacy measures.

s33(a)(ii)



s33(a)(ii)



Procedures for Granting Honours and Awards

18. When an individual with protected identity status is to be recognised with an honour or award, OPSEC of the sensitive capability or project, and the protection of Defence personnel and their families is the first priority. This is to always override any desire for public recognition or the gaining of favourable publicity.

s33(a)(ii)


Involvement in Civil Legal Proceedings

25. Personnel granted protected identity status by Defence have no additional protection under Australian law for involvement in civil legal proceedings, beyond those protections available to all Australian citizens. Where such an individual is requested to disclose information related to their role, the sensitive role with which they are associated or any other classified information to a Court, the procedures outlined in the [DSPF Principle 10 - Classification and Protection of Official Information](#) are to be applied.

Roles and Responsibilities

s33(a)(ii)

s33(a)(ii)



Further Definitions

39. Further definitions for common PSPF terms can be found in the [Glossary](#).
40. Definitions for common Defence administrative terms can be found in the [Defence Instruction – Administrative Policy](#).

Annexes and Attachments

Annex A – Process For Granting Honours and Awards.

DSPF
Document Administration

Identification

DSPF Control	Protected Identities
Control Owner	AS PPEC
DSPF Number	Control 42.1
Version	1
Publication date	2 July 2018
Type of control	Enterprise-wide
Releasable to	Defence and Defence Industry
General Principle and Expected Outcomes	Identity Security
Related DSPF Control(s)	Assessing and Protecting Official Information Information Systems (Personnel) Security ICT Certification and Accreditation Personnel Security Clearance Overseas Travel Physical Security Certification and Accreditation Security Incidents and Investigations

Version Control

Note: A new row is added for each version to show the version history of this document.

Version	Date	Author	Description of changes
1	2 July 2018	AS PPEC	Launch
2	31 July 2020	AS SPS	Protective Marking update to align with PSPF; update of language to reflect Defence Admin Policy



Defence Security Principles Framework (DSPF)

Annex A to Protected Identities – Process for Granting Honours and Awards

Process

1. It is a longstanding policy to publicly identify the recipients of honours and awards through the Commonwealth of Australia Gazette; however if the recipient has a protected identity it is essential that their personal details are not published. In such instances, the following process is required:
 - a. Units process the Nomination for Honours and Awards (Nomination) in accordance with current Honours and Awards Policy, noting that:
 - (1) the Form AD104 must be completed correctly to indicate that the Nomination is publication restricted;
 - (2) a redacted version of the citation statement and synopsis must be approved by the relevant Delegated Protected Identity Authority (DPIA) and must accompany the Nomination form AD 104. Evidence of DPIA approval must be carried up the chain. Once this approval has been granted no further changes can be made without documented DPIA approval; and
 - (3) all nomination documentation is to be annotated with the Protective Marking OFFICIAL: Sensitive and the Information Management Marker (IMM) 'personal privacy'.
 - b. The Directorate of Honours and Awards is to notify Government House of any publication restrictions or sensitivities regarding the nominee's personal information and service details that should not be released to the public;
 - c. Only the redacted versions are published in the public domain;
 - d. The Directorate of Honours and Awards is to ensure that only the redacted wording is included in the entry of information in Personal Management Key Solution (PMKeyS); and
 - e. subsequent requests for review of the release of the full Nomination details must be referred to the relevant DPIA.

Foreign Awards

2. There may be occasions when other nations wish to present Defence personnel who have protected identity status with honours or awards. Within security constraints, advice is to be provided to the nominating nation of the sensitivities involved and what information cannot be made public.

Appendices and Attachments

This DSPF Annex has no Appendices and Attachments.

Document administration

Identification

DSPF Annex	Protected Identities
Annex Version	2
Annex Publication Date	31 July 2020
Releasable to	Defence and Defence Industry
Compliance Requirements	Compliance requirements for this supplementary document are the same as for its parent document (DSPF Control).
DSPF Control	Identity Security
DSPF Number	Control 42.1

Version control

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Version	Date	Author	Description of changes
1	2 July 2018	AS PPEC	Launch
2	31 July 2020	AS SPS	Protective Marking update to align with PSPF



Australian Government
Department of Defence

Defence Security and Vetting Service
Intelligent security for an insecure world

DSPF 4c Supplementary Document

Annex A to DEFPERS 42.1: Protected Identities					
Process for granting Honours and Awards					
DSPF Catalogue Number	DEFPERS 42.1	Version	1	Publication date	1 January 2017
Optimised for	Screen; Print; Screen Reader				
Releasable to	Defence and Defence Industry				
Compliance Requirements	Compliance requirements for this supplementary document are the same as for its parent document.				
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 - (3) all nomination documentation is to be annotated 'SENSITIVE: PERSONAL'.
 - b. The Directorate of Honours and Awards is to notify Government House of any publication restrictions or sensitivities regarding the nominee's personal information and service details that will not be released to the public.
 - c. Only the redacted versions are published in the public domain.
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Appendixes and Attachments

N/A	This annex currently has no appendixes or attachments.
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