



=167= GAMING CLAN GENERAL ORDER

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TITLE: CONFIDENTIALITY POLICY	GENERAL ORDER: 1.4
EFFECTIVE: 12 FEB 2024	MODIFIED: N/A
RESCINDS: N/A	

SCOPE: All units and members of the =167= Clan.

CONTENTS: This procedure consists of the following numbered sections.

- I. **CONFIDENTIALITY**
- II. **TRAFFIC LIGHT PROTOCOL**

PROCEDURE:

I. CONFIDENTIALITY

- A. To protect the security of the community's resources and the welfare of all members, we have established policies and protocols relating to the restriction of information sharing.
- B. In voice and text channels, members should take into consideration how many people, and which member(s) specifically, are present when someone says something potentially private or personal in nature. Statements made in a public voice channel with four (4) or more individuals present, unless the audience is specific or a request of privacy is made, shall be considered "public knowledge" and may be repeated.
- C. Statements made in voice channels in Discord labeled "office" or "conference room" shall be considered private in nature and shall not be shared outside of that audience unless explicitly stated.
- D. The policy pertaining to the doxing, or releasing the personal information, including photographs, of members of the community shall be defined in *General Order 3.2 – Member Conduct*.
- E. The confidentiality policy pertaining to corrective action taken by members of leadership, or received by offending members, shall be defined in *General Order 3.3 – Corrective Action*.
- F. Based on the circumstances, violations of this General Order may result in suspension, reduction of rank, or removal from clan pursuant to *General Order 3.3 – Corrective Action*.



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II. TRAFFIC LIGHT PROTOCOL

- A. The Traffic Light Protocol (TLP) was created in order to facilitate greater sharing of information. TLP is a set of designations used to ensure that sensitive information is shared with the appropriate audience. It employs four colors to indicate expected sharing boundaries to be applied by the recipient(s).
- B. In official clan documents, reports, and publications, the *Traffic Light Protocol* designation shall be displayed, on every page, at the footer of the document.
- C. *Traffic Light Protocol* designations shall also:
 - i. Be centered within the footer of the document.
 - ii. Be completely capitalized.
 - iii. Use *Size 14* font.
 - iv. Have a black background / text highlight.
 - v. Have a color which corresponds to the designation. (*Red, amber, green, or white*)

D. DEFINITIONS:

- i. TLP: RED: Sources may use *TLP:RED* when information cannot be effectively acted upon by additional parties, and could lead to impacts on =167= or its member's privacy, reputation, or operations if misused. Recipients may not share *TLP:RED* information with any parties outside of the specific exchange, meeting, or conversation in which it was originally disclosed. In the context of a meeting, for example, *TLP:RED* information is limited to those originally present or disseminated to.
- ii. *TLP:AMBER*: Sources may use *TLP:AMBER* when information carries risks to privacy, reputation, or operations if shared to individuals of lower grade. Recipients may only share *TLP:AMBER* information with members of lowest involved grade or above.

Sources are at liberty to specify additional intended limits of the sharing and these must be adhered to. When additional restrictions are in place, the document should be marked as *TLP:AMBER+STRICT*. The additional restrictions shall be denoted in the header of the document, if applicable.



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- iii. TLP: GREEN: Sources may use *TLP:GREEN* when information is useful for the awareness of all =167= senior members, or other actively involved members.

- iv. TLP: CLEAR: Sources may use *TLP:CLEAR* when information carries minimal or no foreseeable risk of misuse, in accordance with applicable rules and procedures for public release. Subject to standard copyright rules, *TLP:CLEAR* information may be distributed without restriction.