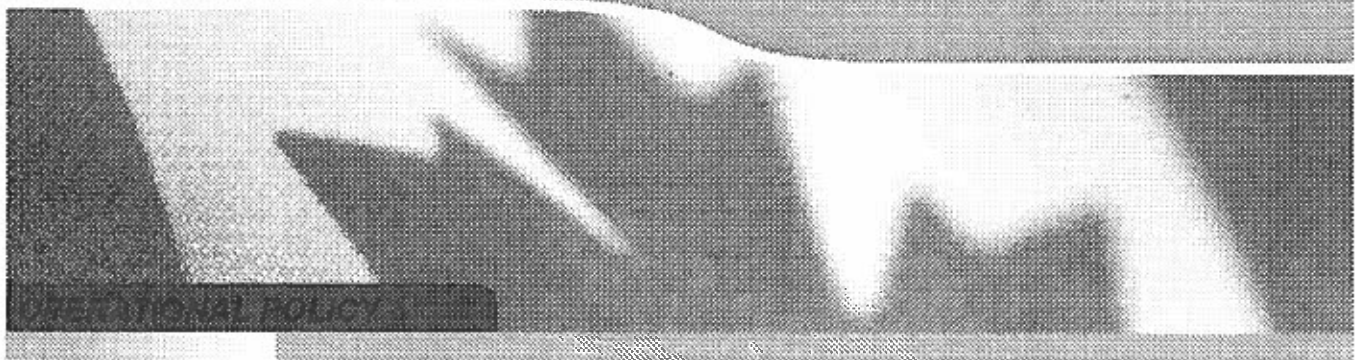




# OPS-1-7

Operational Procedures for  
Naming in SIGINT Reports



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# 1. Introduction

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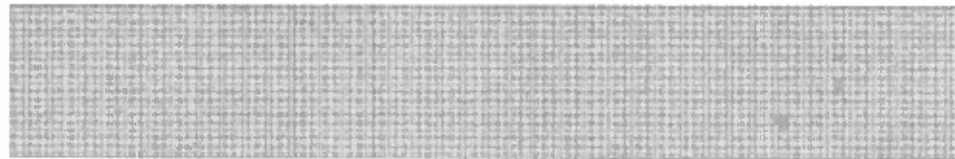
## Policy Scope and Application

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### 1.1 Scope

These procedures govern the process for including a Canadian [REDACTED] identity in:

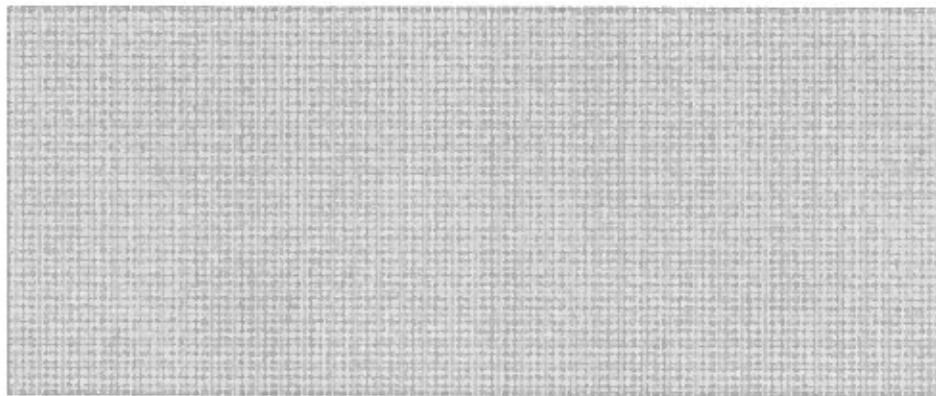
- SIGINT reports issued under “part (a)” of the CSEC mandate, and
- SIGINT reports issued under “part (c)” of the CSEC mandate that are
  - based on traffic collected [REDACTED] under Section 16 of the *CSIS Act*, and
  - focused on the activities, capabilities and intentions of foreign targets specified in a warrant.



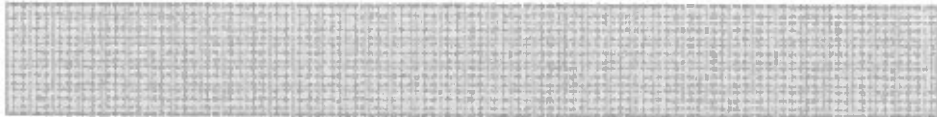
This document supersedes OPS-1-7, *SIGINT Naming Procedures*, dated 2 September 2005.

### 1.2 Objective

These procedures provide direction to you and your managers on:



**1.3 Policy Scope and Application** To comply with the legal authorities governing its activities, it is CSEC policy to protect the privacy of Canadians by suppressing the identities of Canadian persons, corporations and organizations in SIGINT reports, except in the specific circumstances covered in Chapters 4 to 7 of these procedures.



CSEC's reporting programs are subject to

- internal monitoring for policy compliance, and
- external audit and review by various government review bodies, including, but not limited to, the CSE Commissioner and the Privacy Commissioner.

---

**1.4 Application** The following staff must read, understand and comply with these procedures:

- CSEC and CFIOG staff, and
- any other parties, including secondees, [redacted] and contractors who are involved in the production and release of reports governed by these procedures.

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## Activity Description

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**1.5 What Are Naming Rules?** "Naming rules" protect the privacy of Canadian [redacted] persons, corporations and organizations in SIGINT reports. Naming rules determine whether an identity found in intercepted information may be named in a report, or whether it must be completely suppressed and replaced with a generic term instead.

You must apply these rules when a Canadian or [redacted] appears in reportable traffic, and you find it necessary to refer to the identity in a report either through naming or suppression. This would happen, for example, if the intelligence makes no sense without the reference, or if the identity is an important component of the foreign intelligence.

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*Continued on next page*

1.5 What Are  
Naming Rules?  
(continued)



**Note:** Throughout these procedures:

- “name” means to fully or partially identify a Canadian [redacted] person, corporation or organization by name or title; for example, “Bob Smith” or “the Canadian Prime Minister”.
- “suppress” means to fully mask the identity of a Canadian [redacted] person, corporation or organization, and replace the name with a generic term; for example: “Named Canadian 1”.

---

## Legal Framework

1.6 Legal  
Authorities

**Reports issued under part (a)**

Paragraph 273.64(1)(a) of the *National Defence Act* (NDA) (part (a) of the CSEC mandate) provides CSEC with the authority to acquire and use information from the Global Information Infrastructure (GII), for the purpose of providing foreign intelligence in accordance with Government of Canada (GC) intelligence priorities.

Paragraphs 273.64(2)(a) and (b) of the NDA direct that CSEC’s part (a) activities must not be directed at Canadians or any person in Canada, and must be subject to measures to protect the privacy of Canadians in the use and retention of intercepted information. Privacy measures are also described in the *Privacy Act*, the *Ministerial Directive to CSE on the Privacy of Canadians* and in OPS-1, *Protecting the Privacy of Canadians and Ensuring Legal Compliance in the Conduct of CSEC Activities*.

Accordingly, CSEC has measures in place to protect the privacy of Canadians, which include protecting information about Canadians in SIGINT reports.

Information about Canadians is defined as:

- any personal information (as described in the *Privacy Act*) about a Canadian, or
- information about a Canadian corporation.

For the purpose of these procedures, Canadian organizations are accorded the same protection as Canadian citizens and corporations.

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1.6 Legal  
Authorities  
(continued)

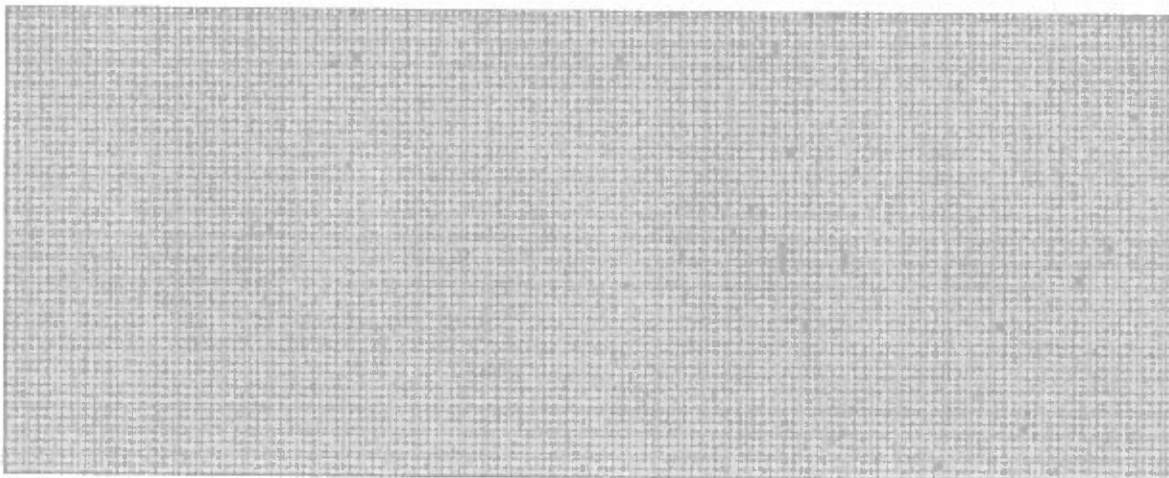
Reports issued under part (c)

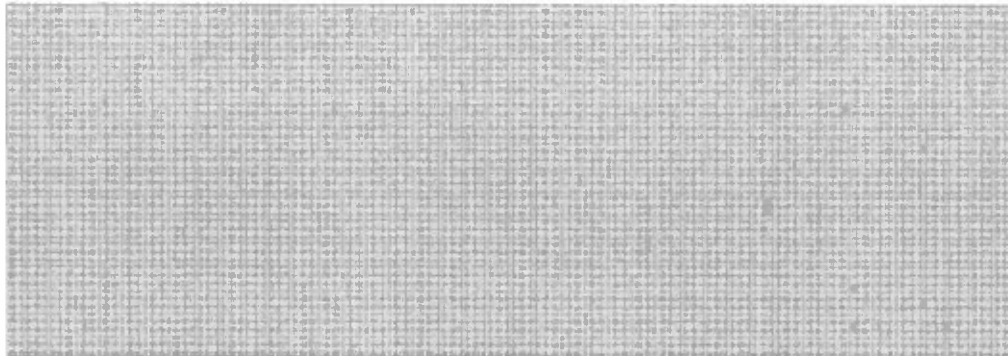
All activities undertaken by CSEC in the Section 16 program are conducted under the authority of:

- paragraph 273.64 (1) (c) of the NDA (part (c) of the CSEC mandate)
- Section 16 of the *CSIS Act*, and
- any applicable warrant issued by a designated judge of the Federal Court.


(CSEC is also bound by the *CSE-CSIS Section 16 MoU (1990)*).

CSEC applies the same naming guidelines to Section 16 reports as it does to reports issued under part (a) 





**2.1 Definition of a Person, Corporation and Organization**

The first step in the naming process is to determine whether reportable traffic relates to a Canadian  person, corporation or organization.

While this may seem intuitive, the terms “person”, “corporation” and “organization” have precise definitions that are based in law.

CSEC definitions are as follows:

- **A Canadian person** is a Canadian citizen or permanent resident of Canada located anywhere in the world. A person who is temporarily in Canada on a student, worker or visitor visa, for example, is not a Canadian and may therefore be named (but not targeted).
- **A Canadian corporation** is a business, company, firm, financial institution or other commercial enterprise that is incorporated in Canada either under federal or provincial legislation. This includes any subsidiary of a Canadian corporation which is itself incorporated in Canada. A company must be incorporated in Canada to be considered Canadian. Merely registering a company in Canada does not give it any Canadian status. (See paragraph 4.7 for more details on subsidiaries.)
- **A Canadian organization** is an unincorporated association, for example, a political party, a religious group, or an unincorporated business headquartered in Canada.



**2.2 What is an Identity?**

Canadian [redacted] identity.

An identity is information that can be uniquely associated, directly or indirectly, with a Canadian [redacted] person, corporation or organization. It can include, [redacted]

**2.3 [redacted] an Identity**

Canadian [redacted] identity.

[redacted]

**2.4 Basic Rule for Referring to a Canadian Identity**

In the specific circumstances covered in Chapter 4, you may name some Canadian [redacted] people, corporations or organizations [redacted]

You may also name a Canadian [redacted] person, corporation or organization [redacted]

- [redacted]
- [redacted]
- [redacted]

*Continued on next page*



**2.4 Basic Rule  
for Referring to  
a Canadian  
Identity  
(continued)**

Under every other circumstance, you must mask or “suppress” identities of Canadian [REDACTED] people, corporations or organizations (see Chapter 3).



**Attention:** When a Canadian identity [REDACTED] that is being used in a report, you must replace it with a generic term such as “a Canadian company” or “a Canadian person” unless the identity qualifies for naming (see Chapter 4) and is essential to the understanding of the report. [REDACTED]

[REDACTED]

---

### 3. Suppression Rules

---

#### 3.1 Generic References

[REDACTED] you must suppress an identity in a report by replacing it with a generic term so that the identity cannot be deduced by a reader.

The term can be generic, such as “a named Canadian person”, or it can be a more descriptive term, such as “a Canadian member of the [REDACTED] [REDACTED] (unless the organization is Canadian [REDACTED] [REDACTED]

To avoid confusion, you must use the same generic reference for a recurring identity throughout the report.

[REDACTED]

#### 3.2 [REDACTED]

If the person, corporation or organization is located in Canada [REDACTED] [REDACTED] you should assume Canadian [REDACTED] status [REDACTED]

[REDACTED] Canadian [REDACTED] [REDACTED] you must use a generic term such as “[REDACTED] Canadian person” or [REDACTED]

#### 3.3 [REDACTED]

[REDACTED] identified Canadian” or “[REDACTED] Canadian [REDACTED] but [REDACTED] Canadian person [REDACTED]

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[Redacted]

---

[Redacted]

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**3.5**

[Redacted]

To replace an identity with a generic term when writing a report, you must

[Redacted]

---

**3.6**

[Redacted]

[Redacted]

---

*Continued on next page*

3.6

[Redacted]

[Redacted]

3.7 Release of Suppressed Identities

[Redacted]

Recipients of SIGINT reports containing a suppressed Canadian [Redacted] identity, who have an operational requirement to know the unsuppressed identity, must request this information by following the process outlined in OPS-1-1, *Procedures for the Release of Suppressed Information from SIGINT Reports*.

Only Operational Policy staff is authorized to release this information in accordance with OPS-1-1. [Redacted]

[Redacted]



**Warning:** Anyone outside Operational Policy who releases an identity is committing a privacy violation.

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## 4. When Naming is Allowed

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### 4.1 Permitted Types of Naming

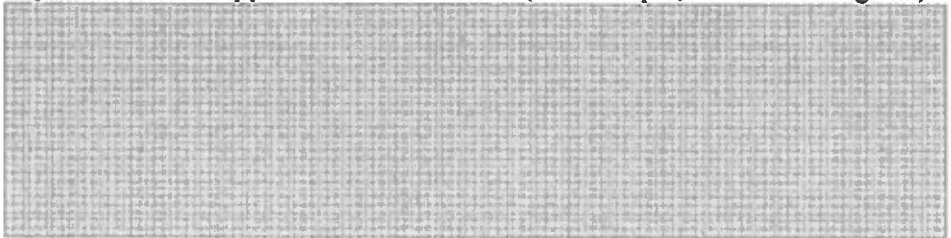
This chapter lists the types of naming that are allowed



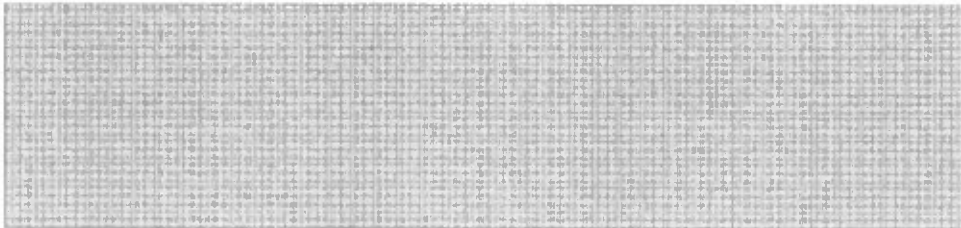
 **Note:** Certain information about GC employees is excluded from the definition of personal information in the *Privacy Act*, and so it does not require the same privacy protection measures. The complete definition of what is and is not personal information is included in Annex 1.

### 4.2 GC Institutions

You may fully name GC institutions, as well as their publications, in SIGINT reports if such identification adds to the foreign intelligence value of the report. This also applies to web addresses (for example, [www.canada.gc.ca](http://www.canada.gc.ca))



### 4.3 GC Employees



*Continued on next page*

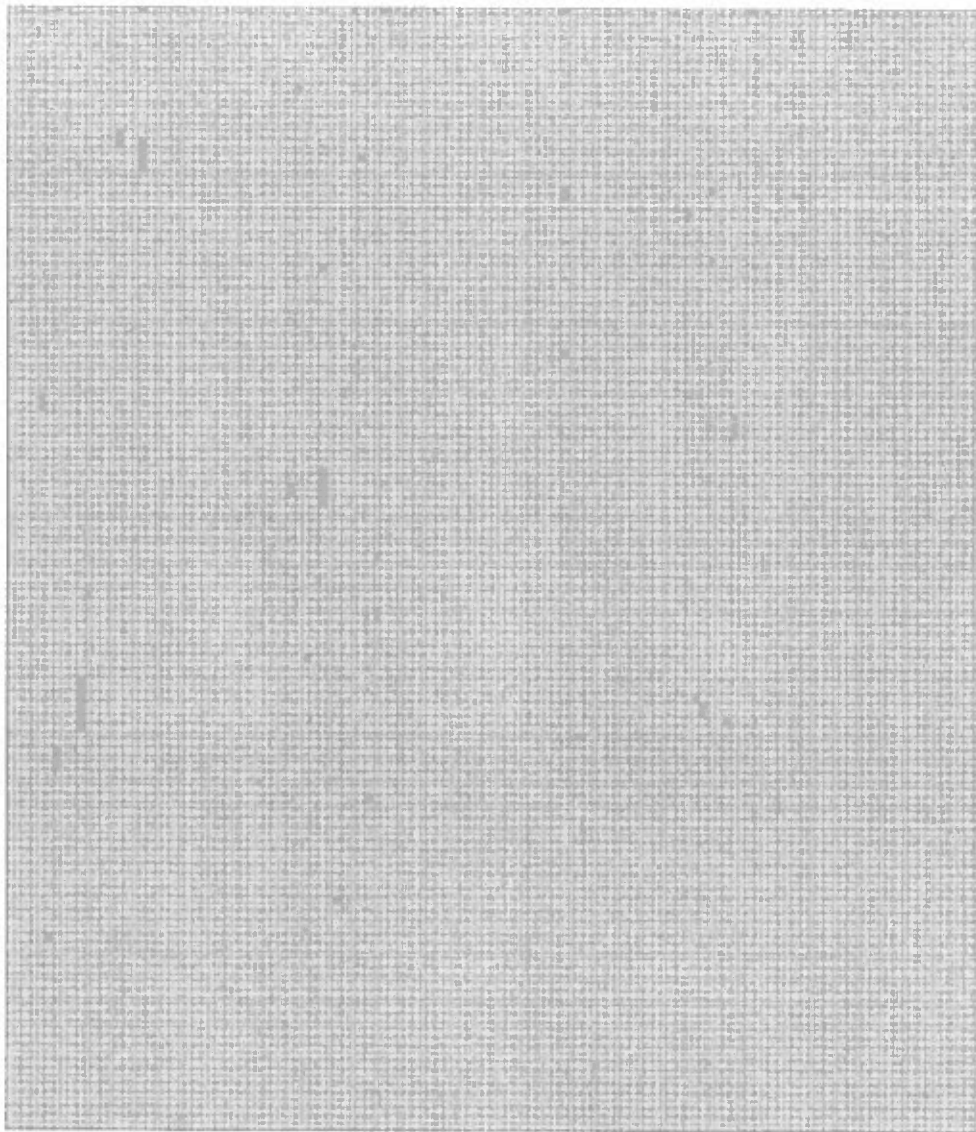
**4.3 GC  
Employees  
(continued)**

**4.4 Exceptions  
to GC  
Employees**

**4.5**

**4.6**

**4.7**



**4.8 Vessels**

You may name vessels owned by the GC, such as Coast Guard or Canadian Forces vessels.



4.9 [REDACTED]

[REDACTED]

4.10 [REDACTED]

[REDACTED]

4.11 Provinces, Cities

Only name Canadian cities, provinces and territories when you are using them as geographic references.

4.12 [REDACTED]

[REDACTED]

4.13 [REDACTED]

**Pages 16 to / à 19  
are withheld pursuant to section  
sont retenues en vertu de l'article**

**15(1) - DEF**

**of the Access to Information  
de la Loi sur l'accès à l'information**



The following table illustrates



**Attention:** Anyone in this chain may deny the request at any stage.

Step	Who Does It	When
1		
2		
3		
4		
5		

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are withheld pursuant to section  
sont retenues en vertu de l'article**

**15(1) - DEF**

**of the Access to Information  
de la Loi sur l'accès à l'information**

[Redacted]

**8.1 The Rule**

**Operational Policy**  
[Redacted]

**8.2 Actions  
Taken by  
Operational  
Policy**

[Redacted]

- **Operational Policy**  
[Redacted]
- [Redacted]

**Operational Policy**  
[Redacted]

[Redacted]

**Operational Policy**  
[Redacted]

[Redacted]

**8.3 The Rule**

[Redacted]

**Page 32**

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**15(1) - DEF**

**of the Access to Information  
de la Loi sur l'accès à l'information**

## 9. Responsibilities

### 9.1 Roles and Responsibilities

The following table outlines the key roles and responsibilities

Who	Responsibility
DC SIGINT	
DGPC	<ul style="list-style-type: none"><li>•</li><li>•</li></ul>
	DC SIGINT
Director, COP	
Managers	
Supervisors	

Continued on next page

Who	Responsibility
Operational Policy	

## 10. Information About These Procedures

### 10.1 Accountability

The following table outlines accountability for revising, reviewing, recommending and approving these procedures.

Who	What
DC SIGINT	Approves these procedures
DGPC	Recommends these procedures
General Counsel, DLS	<ul style="list-style-type: none"> <li>Reviews these procedures to ensure they comply with the law</li> <li>Provides legal advice, when requested</li> </ul>
Operational Policy	Revises these procedures as required


### 10.2 References

- *National Defence Act*
- *Privacy Act*
- *Ministerial Directive on the Privacy of Canadians, June 2001*
- *Ministerial Directive on CSE's Accountability Framework, June 2001*
- *OPS-1, Protecting the Privacy of Canadians and Ensuring Legal Compliance in the Conduct of CSEC's Activities*
- *OPS-1-1, Procedures for Release of Suppressed Information from SIGINT Reports*
- OPS-2-3, [REDACTED]
- OPS-5-3, [REDACTED]
- CSOI-4-1, *SIGINT Reporting*
- [REDACTED]
- *CSE-CSIS Section 16 MoU (1990)*

### 10.3 Enquiries

Direct any questions about these procedures to CSEC Supervisors and Managers, who in turn, will contact Operational Policy staff ([REDACTED]) as necessary.

**10.4**  
**Amendments**

Situations may arise where amendments to these procedures are required because of changing or unforeseen circumstances. Such amendments will be communicated to staff and will be posted on the Operational Policy 

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## 11. Definitions

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- 11.1 Canadian** “Canadian” refers to
- a) a Canadian citizen
  - b) a person who has acquired the status of permanent resident under the *Immigration and Refugee Protection Act* and who has not subsequently lost that status under that *Act*, or
  - c) a corporation incorporated under an Act of Parliament or of the legislature of a province.
- (NDA, section 273.61)

For the purposes of these procedures, “Canadian organizations” are also accorded the same protection as Canadian citizens and corporations.

A Canadian organization is an unincorporated association, such as a political party, a religious group, or an unincorporated business headquartered in Canada.

---

11.2



11.3



11.4



11.5 Foreign

In the context of the NDA, and the *CSIS Act*, "foreign" refers to non-Canadians.

[REDACTED]

11.6 Foreign Intelligence

Foreign intelligence is information or intelligence relating to the capabilities, intentions or activities of a foreign individual, state, organization or terrorist group, as they relate to international affairs, defence or security. (NDA, section 273.61)

11.7 Government of Canada

In these procedures, a reference to the GC includes:

- (a) the Senate
- (b) the House of Commons
- (c) the Library of Parliament
- (d) any federal court
- (e) any board commission or council, or other body or office, established to perform a governmental function by or pursuant to an Act of Parliament or by or under the authority of the Governor in Council
- (f) a department or any portion of the GC
- (g) a Crown Corporation established by or pursuant to an Act of Parliament, and
- (h) any other body that is specified by an Act of Parliament to be an agent of Her Majesty in right of Canada or to be subject to the direction of the Governor in Council or a minister of the Crown.

**This does not include**

- (i) any institution of the Council or government of the Northwest Territories or the Yukon Territory or of the Legislative Assembly or government of Nunavut, or
- (j) any Indian band, band council or other body established to perform a governmental function in relation to an Indian band or other group of aboriginal people.

11.8 Identity

An identity is information that can be uniquely associated, directly or indirectly, with a Canadian [REDACTED] corporation or organization. It can include, for example, [REDACTED]

[REDACTED]

11.9

[Redacted]

11.10 Personal Information

Personal information is defined in the *Privacy Act* as “information about an identifiable individual that is recorded in any form”. See Annex 1 for the complete definition.

11.11 Privacy Incidents File (PIF)

The PIF is a central record of privacy incidents to track and demonstrate CSEC’s commitment to protect privacy, improve our own practices, ensure transparency, and enhance public confidence in CSEC. The reporting and tracking of privacy incidents is one of the measures in place to ensure legal compliance and enhances the overall privacy protection framework.

11.12

[Redacted]

11.13

[Redacted]

11.14 Seconded

A secondee is an individual who is temporarily moved from another GC or private organization to CSEC, and who at the end of the assignment returns to the originating organization.

11.15

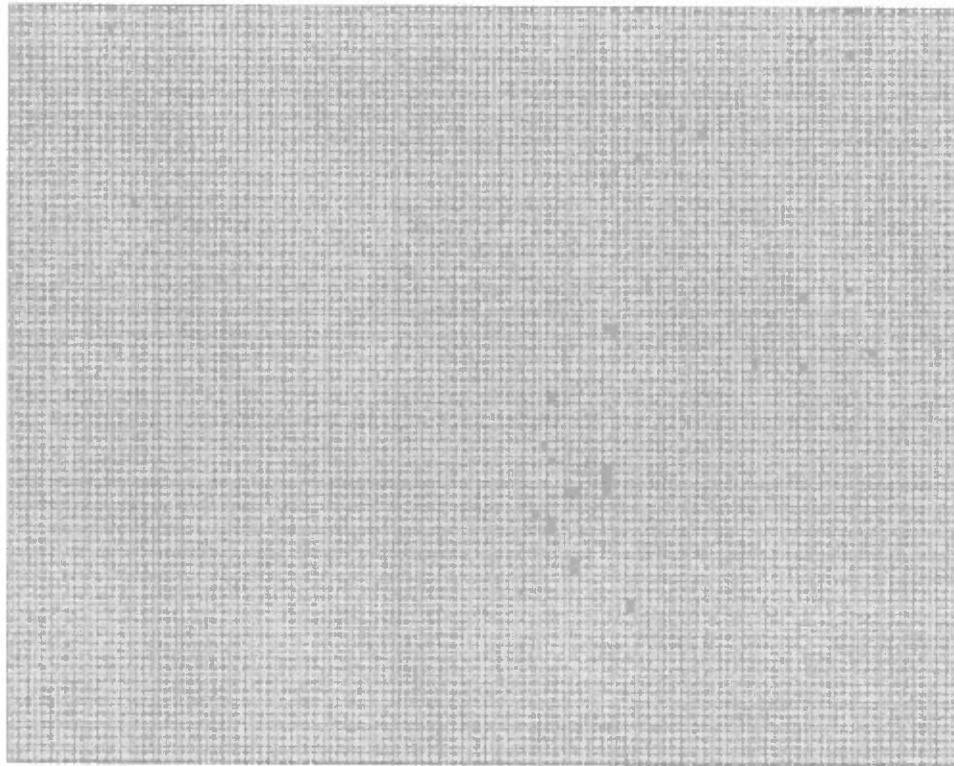
[Redacted]

**11.16 Signals Intelligence (SIGINT)**

SIGINT is the term given to information gathered about foreign countries by collecting and studying their radio, wire, radar and other electronic or electromagnetic transmissions. SIGINT comprises Communications Intelligence (COMINT), Electronic Intelligence (ELINT) and Foreign Instrumentation Signals Intelligence (FISINT).

**11.17 SIGINT Reports**

A SIGINT report refers to any report that is based on SIGINT. It includes, but is not limited to:



**11.18 Suppressed Information**

Suppressed information is defined as information excluded from a SIGINT report because it may reveal the identity of a Canadian person, corporation or organization. Suppressed identities are stored in a [REDACTED] and are replaced in the report by a generic term.

*Continued on next page*

**11.18**  
**Suppressed**  
**Information**  
**(continued)**

Identities include but are not limited to, [REDACTED]  
[REDACTED]

**11.19** [REDACTED]

[REDACTED]

## Annex 1 – Personal Information

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### Definition of Personal Information in the *Privacy Act*

“Personal information” means information about an identifiable individual that is recorded in any form including, without restricting the generality of the foregoing,

- (a) information relating to the race, national or ethnic origin, colour, religion, age or marital status of the individual,
- (b) information relating to the education or the medical, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- (c) any identifying number, symbol or other particular assigned to the individual,
- (d) the address, fingerprints or blood type of the individual,
- (e) the personal opinions or views of the individual except where they are about another individual or about a proposal for a grant, an award or a prize to be made to another individual by a government institution or a part of a government institution specified in the regulations,
- (f) correspondence sent to a government institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to such correspondence that would reveal the contents of the original correspondence,
- (g) the views or opinions of another individual about the individual,
- (h) the views or opinions of another individual about a proposal for a grant, an award or a prize to be made to the individual by an institution or a part of an institution referred to in paragraph (e), but excluding the name of the other individual where it appears with the views or opinions of the other individual, and
- (i) the name of the individual where it appears with other personal information relating to the individual or where the disclosure of the name itself would reveal information about the individual,

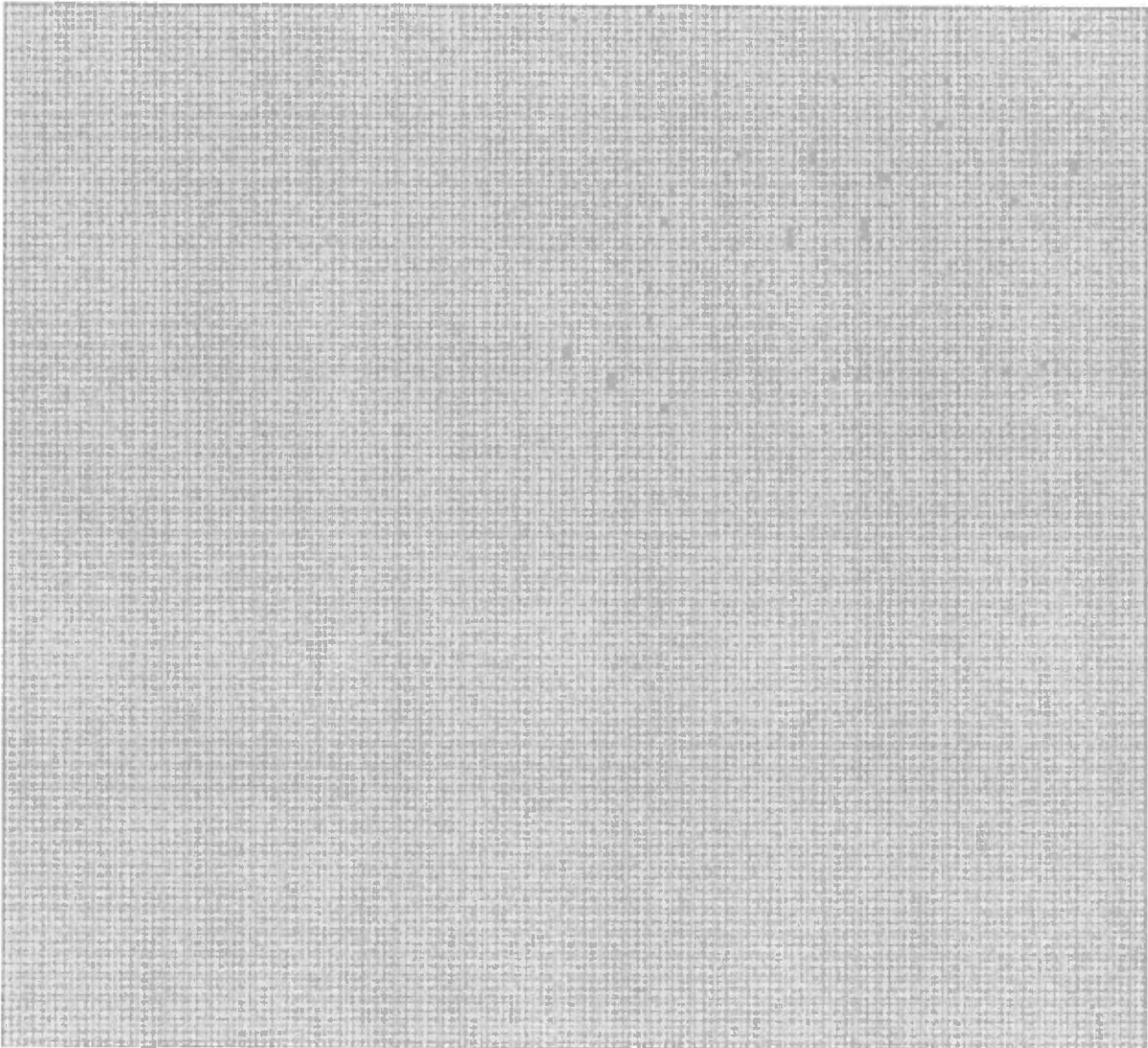
**but, for the purposes of sections 7, 8 and 26 and section 19 of the *Access to Information Act*, does not include**

- (j) information about an individual who is or was an officer or employee of a government institution that relates to the position or functions of the individual including,
  - (i) the fact that the individual is or was an officer or employee of the government institution,
  - (ii) the title, business address and telephone number of the individual,
  - (iii) the classification, salary range and responsibilities of the position held by the individual,
  - (iv) the name of the individual on a document prepared by the individual in the course of employment, and
  - (v) the personal opinions or views of the individual given in the course of employment,
- (k) information about an individual who is or was performing services under contract for a government institution that relates to the services performed, including the terms of the contract, the name of the individual given in the course of the performance of those services,
- (l) information relating to any discretionary benefit of a financial nature, including the granting of a licence or permit, conferred on an individual, including the name of the individual and the exact nature of the benefit, and
- (m) information about an individual who has been dead for more than twenty years.

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## Annex 2 – Canadian Naming Examples

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