



UNCLASSIFIED

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NSIRA File No. 21-05

Appendix 1

Terms of Reference for NSIRA's Review of CSE's Internal Security Program (Safeguarding) - Handling of Screening Process Recordings

NSIRA has determined that employee/applicant security screening files, including, but not limited to audiovisual recordings of polygraph interviews/examinations are highly relevant to NSIRA's review of CSE's Internal Security Program (Safeguarding) and that access to them will be required in order to accomplish the stated objectives of the review.

NSIRA understands that audiovisual records contain sensitive personal information. NSIRA will be implementing the following approach with respect to this information in order to meet the requirements of the Review's Terms of Reference while also maximizing protection of the privacy of CSE employees/applicants.

Once a suitable representative sample of audiovisual recordings of CSE employee/applicant polygraph exams is identified by NSIRA:

- CSE will provide a select group of designated NSIRA employees from the CSE review team access to such files on CSE premises (in NSIRA offices or in suitable Internal Security facilities) where NSIRA employees can review the material and take notes in order to facilitate completion of this review.
- NSIRA will not remove these materials from CSE premises.
- NSIRA designated employees will undertake to respect and protect the privacy of any CSE employees/applicants whose files were contained in the sample to be reviewed.
- NSIRA will write the review report in such a way as to ensure that it contains no information related to the audiovisual recordings from which an employee or applicant could be identified.
- NSIRA is offering to prepare a communiqué to be distributed to all CSE employees to explain the objectives of this review and NSIRA's commitment to their privacy.