



NATIONAL DATA
MANAGEMENT AUTHORITY

Traffic Light Protocol Standard

Prepared By:

**National Data Management Authority
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Document Status Sheet

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Document History and Version Control

Date	Version	Description	Authorised By	Approved By
31-03-2023	1.0		General Manager, NDMA	National ICT Advisor

Summary

1. This standard was created to facilitate greater sharing of potentially sensitive information and more effective collaboration..
2. It was adapted from the Forum of Incident Response and Security Teams.
3. This is a living document which will be updated annually or as required.
4. Submit all inquiries and requests for future enhancements to the Policy Coordinator, NDMA.

1.0 Purpose

The Traffic Light Protocol (TLP) was developed by the National Infrastructure Security Co-ordination Centre (NISCC) of the United Kingdom to define the labelling and handling of shared sensitive information¹. TLP is a set of designations used to ensure that information is shared with the appropriate audience. It uses four (4) colours to specify expected sharing boundaries to be applied by the recipient(s). The purpose of this standard is to ensure that organisations in the Government of Guyana know when and how sensitive information is to be shared with the appropriate audience.

2.0 Authority

The Permanent Secretary, Administrative Head, Head of Human Resources or their designated representative of the Public Sector Organisation is responsible for the implementation of this standard. For further information regarding the foregoing, please contact the Policy Coordinator - National Data Management Authority (NDMA).

3.0 Scope

This standard encompasses all computer systems, automated and manual, for which the Government of Guyana has administrative responsibility, including systems managed or hosted by third parties on behalf of the Government. It addresses all information, regardless of the form or format, which is created or used in support of business activities. It is the user's responsibility to read and understand this standard and to conduct their activities in accordance with its terms. In addition, users must read and understand the Organisation's *Information Classification Standard*.

4.0 Information Statement

The Traffic Light Protocol utilises four (4) colours to indicate expected sharing boundaries that must be applied by the recipient(s). If a recipient needs to share the information more widely than indicated by the original TLP designation, they must obtain permission from the Information Owner².

4.1 TLP Designations

4.1.1 **TLP: RED**

This designation is used for non-disclosure and is restricted to participants only.

4.1.1.1 Sources may use TLP: RED when information cannot be effectively acted upon by additional parties, and could lead to impacts on a party's privacy, reputation, or operations if misused.

¹ Retrieved from: Global Conference on Cyberspace (GCCS 2015): Sharing Cyber Security Information
<https://publications.tno.nl/publication/34616508/oLyfG9/luijff-2015-sharing.pdf>

² Retrieved from: FIRST Standards: Traffic Light Protocol V1.0
<https://www.first.org/tlp/>

4.1.1.2 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 present at the meeting. In most circumstances, TLP: RED should be exchanged verbally or in person.

4.1.2 TLP: AMBER

This designation is used in cases of limited disclosure and is restricted to participants' organisations.

Note: **TLP: AMBER + STRICT** This designation restricts sharing to the *organisation only*.

4.1.2.1 Sources may use TLP: AMBER when information requires support to be effectively acted upon, yet carries risks to privacy, reputation, or operations if shared outside of the organisations involved.

4.1.2.2 Recipients may only share TLP: AMBER information with members of their own organisation, and with clients or customers who **need-to-know** the information to protect themselves or prevent further harm. *Sources are at liberty to specify additional intended limits of the sharing: these must be adhered to.*

4.1.2.3 Note: If source wants to restrict sharing to the organisation **only**, they must specify **TLP: AMBER+STRICT**.

4.1.3 TLP: GREEN

This designation is used in cases of limited disclosure and is restricted to the community.

4.1.3.1 Sources may use TLP: GREEN when information is useful for the awareness of all participating organisations as well as with peers within the broader community or sector.

4.1.3.2 Recipients may share TLP: GREEN information with peers and partner organisations within their sector or community, but not via publicly accessible channels. Information in this category can be circulated widely within a particular community. Information in this designation may not be released outside of the community.

4.1.4 TLP: CLEAR

This designation is used in cases where disclosure is not limited.

4.1.4.1 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.

4.1.4.2 Subject to standard copyright rules, TLP: CLEAR information may be distributed without restriction.

4.2 TLP Usage

The TLP is in principle easy to use: the sharer of information tags the information with a colour. Tagging information consists simply of adding the TLP: COLOUR on a document or part of it. The meaning of the colour indicates the possibilities for further spreading of the information.

4.2.1 Email Communication

All email correspondences must indicate the TLP: COLOUR of the information in the Subject line and in the body of the email, prior to the designated information itself. The TLP colour must be in capital letters: TLP: RED, TLP: AMBER, TLP: GREEN, or TLP: CLEAR.

4.2.2 Document Creation

All documents must indicate the TLP colour of the information in the header and footer of each page. It is advisable to right-justify TLP designations in every page of the document. The document colour should appear in bolded capital letters and be in 12-point type or greater.

It is also advisable to use the colour designations where possible in documents. It is suggested that the TLP designation be highlighted with a black background and have the appropriate text colour assigned to it. Refer to **Appendix A** for RGB and CMYK colour model codes for TLP designations. Examples are as follows:

4.2.2.1 **TLP: RED**

4.2.2.2 **TLP: AMBER**

4.2.2.3 **TLP: AMBER + STRICT**

4.2.2.4 **TLP: GREEN**

4.2.2.5 **TLP: CLEAR**

5.0 Compliance

This standard shall take effect upon publication. Compliance is expected with all organisational policies and standards. Failure to comply with the standard may, at the full discretion of the Permanent Secretary, Administrative Head, or Head of Human Resources of the Public Sector Organisation, may result in the suspension of any or all privileges and further action may be taken by the Ministry of Public Service.

6.0 Exceptions

Requests for exceptions to this standard shall be reviewed by the Permanent Secretary, Administrative Head, Head of Human Resources of the Public Sector Organisation, or the Policy Coordinator, NDMA. Departments requesting exceptions shall provide written requests to the relevant personnel. The request should specifically state the scope of the exception along with justification for granting the exception, the potential impact or risk attendant upon granting the exception, risk mitigation measures to be undertaken by the IT Department, initiatives, actions, and a timeframe for achieving the minimum compliance level with the policies set forth herein.

7.0 Maintenance

The Policy Coordinator, NDMA shall be responsible for the maintenance of this standard.

8.0 Definitions of Key Terms

Term	Definition
Community ³	A community is a group who share common goals, practices, and informal trust relationships. A community can be as broad as all cybersecurity practitioners in a country (or in a sector or region).
Organisation ⁴	An organisation is a group who share a common affiliation by formal membership and are bound by common policies set by the organization. An organization can be as broad as all members of an information sharing organization, but rarely broader.
Clients ⁵	Clients are those people or entities that receive cybersecurity services from an <i>organization</i> . Clients are by default included in TLP:AMBER so that the recipients may share information further downstream in order for clients to take action to protect themselves. For teams with national responsibility this definition includes stakeholders and constituents.
Information Owner ⁶	Official with statutory or operational authority for specified information and responsibility for establishing the controls for its generation, collection, processing, dissemination, and disposal.
User ⁷	Individual or (system) process authorised to access an information system.
RGB ⁸	Red, Green, Blue colour space used in Colour management.
CMYK ⁹	Cyan, Magenta, Yellow and Key or 'black': Colour space used in Colour Management.
Need-to-know ¹⁰	The principle where an authorized holder of official information decides that a prospective recipient requires access to specific official information to carry out official duties.

³ Retrieved from: [Traffic Light Protocol \(TLP\) \(first.org\)](https://first.org)

⁴ Retrieved from: [Traffic Light Protocol \(TLP\) \(first.org\)](https://first.org)

⁵ Retrieved from: [Traffic Light Protocol \(TLP\) \(first.org\)](https://first.org)

⁶ Retrieved from: NIST Information Technology Laboratory Computer Security Resource Center https://csrc.nist.gov/glossary/term/information_owner

⁷ Retrieved from: NIST Information Technology Laboratory Computer Security Resource Center <https://csrc.nist.gov/glossary/term/user>

⁸ Retrieved from: IEC 61966-2-1:1999 <https://webstore.iec.ch/publication/6169>

⁹ Retrieved from: NIST Information Technology Laboratory Computer Security Resource Center <https://nvlpubs.nist.gov/nistpubs/fips/nist.fips.201-2.pdf>

¹⁰ Retrieved from: NIST Information Technology Laboratory Computer Security Resource Center https://csrc.nist.gov/glossary/term/need_to_know

<p>Computer system¹¹</p>	<p>Means a device or group of interconnected or related devices, which follows a computer programme or external instruction to perform automatic processing of electronic data; and</p> <p>Includes, but is not limited to, a desktop computer, a laptop computer, a netbook computer, a tablet computer, a video game console, internet connected devices, a smart phone, a personal digital assistant, a smart television or a video camera.</p>
<p>Information¹²</p>	<p>"Information" means any material in any form, including records, documents, memos, electronic mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law.</p>

9.0 Contact Information

Submit all inquiries and requests for future enhancements to the Policy Coordinator, NDMA.

¹¹ Retrieved from: Laws of Guyana, Cybercrime Act 2018, N0.16 of 2018

¹² Retrieved from: Access to Information Act 2011

Appendix A: RGB and CMYK colour model codes for TLP designations

The following table contains the RGB and CMYK colour model codes for TLP designations.

TLP Designation	RGB	Hex Colour	Font	Hex Background Colour
TLP: RED	R=255, G=0, B=51, background: R=0, G=0, B=0	#FF2B2B		#000000
TLP: AMBER; TLP: AMBER + STRICT	R=255, G=192, B=0, background: R=0, G=0, B=0	#FFC000		#000000
TLP: GREEN	R=51, G=255, B=0, background: R=0, G=0, B=0	#33FF00		#000000
TLP: CLEAR	R=255, G=255, B=255, background: R=0, G=0, B=0	#FFFFFF		#000000
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TLP Designation	CMYK			
TLP: RED	C=0, M=100, Y=79, K=0 Background: C=0, M=0, Y=0, K=100			
TLP: AMBER; TLP: AMBER + STRICT	C=0, M=25, Y=100, K=0 Background: C=0, M=0, Y=0, K=100			
TLP: GREEN	C=79, M=0, Y=100, K=0 Background: C=0, M=0, Y=0, K=100			
TLP: CLEAR	C=0, M=0, Y=0, K=0 Background: C=0, M=0, Y=0, K=100			

Table 1: Colour Model Codes for TLP Designations¹³

Note on colour-coding: when there is too little colour contrast between text and background, those with low vision struggle to read text or cannot see it at all. TLP is designed to accommodate those with low vision. Sources SHOULD adhere to the TLP color-coding to ensure enough color contrast for such readers.¹⁴

¹³ Retrieved from: Traffic Light Protocol (TLP) FIRST Standards Definitions and Usage Guidance Version 1.0
<https://www.cisa.gov/uscert/sites/default/files/ttp/ttp-v1.pdf>

¹⁴ Retrieved from: [Traffic Light Protocol \(TLP\) \(first.org\)](https://www.first.org/)