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[Organization logo]

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**INFORMATION CLASSIFICATION POLICY**

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| --- | --- |
| Code: |  |
| Version: |  |
| Date of version: |  |
| Created by: |  |
| Approved by: |  |
| Confidentiality level: |  |

**Change history**

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# Purpose, scope and users

The purpose of this document is to ensure that information is protected at an appropriate level.

This document is applied to the entire Information Security Management System (ISMS) scope, i.e. to all types of information (including personal data), regardless of the form – paper or electronic documents, applications and databases, people's knowledge, etc.

Users of this document are all employees of [organization name].

# Reference documents

* ISO/IEC 27001 standard, clauses A.5.9, A.5.10, A.5.12, A.5.13, A.5.14, A.7.10, A.8.3, A.8.5, A.8.11, and A.8.12
* EU GDPR Article 32
* Information Security Policy
* Risk Assessment and Risk Treatment Report
* Statement of Applicability
* Inventory of Assets
* List of Legal, Regulatory, Contractual and Other Obligations
* Data Breach Response and Notification Procedure
* [Security Procedures for IT Department] / [Disposal and Destruction Policy]
* IT Security Policy

# Classified information

## Steps and responsibilities

Steps and responsibilities for information management are the following:

|  |  |
| --- | --- |
| ***Step name*** | ***Responsibility*** |
| 1. Entering the information asset in the Inventory of Assets | [job title] |
| 2. Classification of information | Asset owner |
| 3. Information labelling | Asset owner |
| 4. Information handling | Persons with access rights in accordance with this Policy |

If classified information is received from outside the organization, [job title] is responsible for its classification in accordance with the rules prescribed in this Policy, and this person becomes the owner of such …

\*\* END OF FREE PREVIEW \*\*

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