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[organization logo]

[organization name]

**INFORMATION CLASSIFICATION POLICY**

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

**Change history**

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**Table of contents**

[1. Purpose, scope and users 3](#_Toc496561972)

[2. Reference documents 3](#_Toc496561973)

[3. Classified information 3](#_Toc496561974)

[3.1. Steps and responsibilities 3](#_Toc496561975)

[3.2. Classification of information 3](#_Toc496561976)

[3.2.1. Classification criteria 3](#_Toc496561977)

[3.2.2. Confidentiality levels 4](#_Toc496561978)

[3.2.3. List of Authorized Persons 4](#_Toc496561979)

[3.2.4. Reclassification 4](#_Toc496561980)

[3.3. Information labeling 5](#_Toc496561981)

[3.4. Handling classified information 5](#_Toc496561982)

[4. Managing records kept on the basis of this document 7](#_Toc496561983)

[5. Validity and document management 8](#_Toc496561984)

# 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 all types of information, 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
* IT Security Policy
* [Security Procedures for IT Departments]

# 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 labeling | 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 an information asset.

## Classification of information

### Classification criteria

The level of confidentiality is determined based on the following criteria:

* value of information – based on impacts assessed during risk assessment
* sensitivity and criticality of information – based on the highest risk calculated for each information item during risk assessment
* legal and contractual obligations

### Confidentiality levels

All information must be classified into confidentiality levels.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Confidentiality level*** | ***Labeling*** | ***Classification criteria*** | ***Access restriction*** |
| Public | (unlabeled) | Making the information public cannot harm the organization in any way | Information is available to the public |

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

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