Chad Ballay

**Week 3 – Data Classification Policy**

| **Document to Classify** | **Public** | **Internal Use Only** | **Confidential** | **Restricted** | **Who Should Have Access** |
| --- | --- | --- | --- | --- | --- |
| Monthly terminations and new hires report (company-wide) |  |  | X |  | * Chief Executive Officer (CEO)\* * VP of Human Resources * Information Security Specialist |
| Contract for long-term lease in Singapore |  |  |  | X | * Chief Executive Officer (CEO)\* * Senior VP of International Acquisitions\* * Executive VP of Marketing\* * VP of Human Resources |
| China sales forecast with projected revenue based on three-year expansion plan |  |  |  | X | * Chief Executive Officer (CEO)\* * Senior VP of International Acquisitions\* * Executive VP of Marketing\* |
| Northwest Region sales results by product category |  | X |  |  | * Chief Executive Officer (CEO)\* * Executive VP of Marketing\* * Plant Manager * Northwest Region Store Sales Clerk |
| Community involvement information published on corporate Intranet released by public affairs |  | X |  |  | * Chief Executive Officer (CEO)\* * Senior VP of International Acquisitions\* * Executive VP of Marketing\* * VP of Human Resources * Plant Manager * Southwest Region General Manager * Southwest Region Store Manager * Northwest Region Store Sales Clerk * Information Security Specialist |
| Northwest Region manpower workforce reduction report |  |  | X |  | * Chief Executive Officer (CEO)\* * VP of Human Resources * Information Security Specialist |
| Southwest Region weekly store operating results |  | x |  |  | * Chief Executive Officer (CEO)\* * Executive VP of Marketing\* * Southwest Region General Manager * Southwest Region Store Manager |
| Strategic planning documents for changing core organizational functions |  |  |  | X | * Chief Executive Officer (CEO)\* * Senior VP of International Acquisitions\* * Executive VP of Marketing\* * VP of Human Resources |
| Online product catalog | X |  |  |  | * Chief Executive Officer (CEO)\* * Senior VP of International Acquisitions\* * Executive VP of Marketing\* * VP of Human Resources * Plant Manager * Southwest Region General Manager * Southwest Region Store Manager * Northwest Region Store Sales Clerk * Information Security Specialist * Customer |
| Executive reports to the board of directors |  |  |  | X | * Chief Executive Officer (CEO)\* * Senior VP of International Acquisitions\* * Executive VP of Marketing\* |
| Internal fraud investigation from Southwest Region involving the Southwest Region General Manager |  |  | X |  | * Chief Executive Officer (CEO)\* * VP of Human Resources * Information Security Specialist |

Addendum: Several of these stumped me a bit. Much of these depend on the tools used in producing and dispersing the data/reports. If the internal fraud documentation tool has been audited and vetted to have enough tracking built into it then an Information Security Specialist shouldn’t have access to that specific report. Sure, they should have access to the tool itself but that specific work product of the tool isn’t relevant to their duties. They just need to provide a tool that ensures the chain of custody for the information and that the end user can use to do their job. But how do we know enough to be sure of that. Downside risk is the whole who is watching the watchers situation. How do get over these kinds of ambiguities? Where there is no 100% correct classification since it all just depends on the context.

Same with the community involvement one. Sure, it may be data released by public affairs but the corporate culture has some sway here. Dogmatic belief that only people who’s roles are to speak with the public be allowed to so as to control the message better(Netflix). Or a company trying to promote an idea that they are fully transparent by giving the public “special” direct access(Gitlab). Both are reasonable, just depends on the culture that the company wants to communicate. Any recommendations on navigating this? Err on the side of caution? Decision by committee?