How do you build effective data classification and handling of documents

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## How do you build effective data classification and handling of documents

**Introduction:**

This survey aims to gather insights on the practices and strategies organizations employ for data classification and document handling. The data collected will contribute to understanding how businesses effectively classify and handle sensitive information, ensuring data security, compliance with regulations, and efficient document management. Your participation is important in providing valuable insights into this research topic. Thank you for taking the time to complete this survey.

* **Organization Information:**

|  |  |  |
| --- | --- | --- |
| 1. | Name of Organization: |  |
| 2. | Industry: |  |
| 3. | Number of Employees: |  |

* **Data Classification:**

1. Does your organization have a formal data classification policy in place?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Not sure |  |

1. How are data assets classified in your organization? (Select all that apply)

|  |  |
| --- | --- |
| Confidential |  |
| Restricted |  |
| Internal Use Only |  |
| Public |  |
| Personally Identifiable Information (PII) |  |
| Financial Data |  |
| Intellectual Property |  |
| Other (please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |

1. What criteria or factors are considered when classifying data assets? (Select all that apply)

|  |  |
| --- | --- |
| Sensitivity of information |  |
| Regulatory requirements |  |
| Privacy considerations |  |
| Data value |  |
| Data lifecycle stage |  |
| Business impact |  |
| Other (please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |

* **Document Handling:**

1. How does your organization handle document management and storage? (Select all that apply)

|  |  |
| --- | --- |
| Physical files and folders |  |
| Digital document management systems |  |
| Cloud-based storage solutions |  |
| Collaboration platforms (e.g., SharePoint) |  |
| Other (please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |

1. Are documents labeled or marked with their classification level?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Not applicable |  |

1. What security measures are implemented for handling classified documents? (Select all that apply)

|  |  |
| --- | --- |
| Access controls and user permissions |  |
| Encryption |  |
| Secure disposal methods |  |
| Document tracking and auditing |  |
| Employee training and awareness programs |  |
| Other (please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |

* **Data Protection:**

1. Does your organization have a data protection or information security team?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Not sure |  |

1. How are data protection policies communicated to employees? (Select all that apply)

|  |  |
| --- | --- |
| Training sessions or workshops |  |
| Written guidelines or policies |  |
| Online courses or e-learning modules |  |
| Awareness campaigns or newsletters |  |
| Other (please specify: \_\_\_\_\_\_\_\_\_\_\_\_) |  |

1. Does your organization conduct regular audits or assessments of data classification and document handling practices?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Not sure |  |

* **Challenges and Future Improvements:**

1. What are the main challenges your organization faces regarding data classification and document handling? (Select all that apply)

|  |  |
| --- | --- |
| Lack of employee awareness and adherence to policies |  |
| Limited resources for implementation and maintenance |  |
| Complex regulatory requirements |  |
| Integration and compatibility issues with existing systems |  |
| Lack of executive support or prioritization |  |
| Other (please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |

1. In your opinion, what areas need improvement in data classification and document handling practices? (Select all that apply)

|  |  |
| --- | --- |
| Streamlining and simplifying classification processes |  |
| Enhanced training and education for employees |  |
| Improved documentation and communication of policies |  |
| Investing in advanced data protection technologies |  |
| Strengthening compliance measures |  |
| Other (please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |

* **Additional Comments:**

Please provide any additional comments or insights regarding data classification and document handling practices in your organization.

Thank you for your valuable input!

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