

Data Classification Policy Control Implementation Checklist

To ensure that all security policies requirements are consistently implemented, monitored, and maintained, the following checklist has been developed. It translates specific policy controls into actionable tasks, assigns clear ownership, and establishes tracking mechanisms to support ongoing compliance and operational effectiveness.

Policy Reference	Control Description	Frequency	Evidence Required	Status	Note
Data Classification	Ensure relevant staff sign the Data Classification Policy	As needed	Acknowledgement record		
Data Classification	Ensure NDA's are signed for Restricted and Confidential data	As needed	Acknowledgement record		
Data Classification	Classify data and add security controls based on the Restricted, Confidential, Internal Use, or Public categories.	As needed	Updated asset list		
Data Classification	Ensure data classification processes align with regulatory and contractual obligations.	As needed	Configuration		
Data Classification	Label all classified assets and data	As needed	Configuration		