# 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 |  |  |