Contoso

# Contoso Business Data

The following sections show pre-classified data by type and business. This data is created during the operation of Contoso’s processes including Human Resources, Finance, Engineering, and Marketing. You must use these classifications and associated protection when handling these types of data.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Minimum Protections** | | | | | | | | |
| **Data Description** | | | **Public** | | **General** | | **Confidential** | | [**Highly Confidential**](https://egrc/default.aspx?requestUrl=..%2fGenericContent%2fRecord.aspx%3fid%3d388415%26moduleId%3d66) | |
| **USER DATA:** User data collected for the operation of Contoso’s internal business processes and functions including IT, HR, etc. and data not already included in sales and marketing (Support and Services) noted below. | | | | | | | | | | |
| Email Address | | |  | |  | |  | |  | |
| Name (First and Last) | | |  | |  | |  | |  | |
| Phone Number | | |  | |  | |  | |  | |
| Address | | |  | |  | |  | |  | |
| Real-Time Geo-Location Data | | |  | |  | |  | |  | |
| Fax Number | | |  | |  | |  | |  | |
| Gender | | |  | |  | |  | |  | |
| Age | | |  | |  | |  | |  | |
| Voice Command Recordings | | |  | |  | |  | |  | |
| Zip Code | | |  | |  | |  | |  | |
| Contoso Account ID | | |  | |  | |  | |  | |
| IP Address | | |  | |  | |  | |  | |
| Social Security Number or other Government Issued  Information | | |  | |  | |  | |  | |
| Credit Card Information and Transaction Information | | |  | |  | |  | |  | |
| Financial Profile (individual data) | | |  | |  | |  | |  | |
| Protected Health Information | | |  | |  | |  | |  | |
| Setting or Customization Information | | |  | |  | |  | |  | |
| Username and Password Pairs; Numerical PINs | | |  | |  | |  | |  | |
| Facial Recognition Patterns and Biometric Markers | | |  | |  | |  | |  | |
| Complete Geo-Location Tracking Data | | |  | |  | |  | |  | |
| DNA Sequences and Samples | | |  | |  | |  | |  | |
| **NON-USER DATA:** Data that does not relate to specific individuals or persons such as revenue data, source code, cost data, and general work product. | | | | | | | | | | |
| Contoso Trade Secrets  | | | | | | | | | | |
| **Source Code** | | | | | | | | | | |
| Source Code, Symbols, Binaries, or Specifications -  *Negatively impact competitive advantage or intellectual* | | |  | |  | |  | |  | |
| *property rights* | | |  | |  | |  | |  | |
| Source Code or Binaries – *If reverse engineered would seriously*  *impact quality or integrity of our products or brand* | | |  | |  | |  | |  | |
| Publicly Released Source Code | | |  | |  | |  | |  | |
| **Financial Information:** Material or regulated information about Contoso’s earnings. | | | | | | | | | | |
| Material Financial Data Related to Revenue Generation | | |  | |  | |  | |  | |
| "Unannounced" Contoso Corporate Financial to  SEC Rules | | |  | |  | |  | |  | |
| “Announced” Contoso Corporate Financial Data | | |  | |  | |  | |  | |
| **Documentation:** Operating procedures, recovery manuals, system configuration and support documents, product plans, etc. | | | | | | | | | | |
| Design and Functional Specifications | | |  | |  | |  | |  | |
| Future or Active Sales & Marketing Plans | | |  | |  | |  | |  | |
| Future or Active Processes or Procedures | | |  | |  | |  | |  | |
| Current Systems Configuration Data | | |  | |  | |  | |  | |
| Operating Procedures / Manuals | | |  | |  | |  | |  | |
| Data / Software File Shares (Internal Contoso Use Only) | | |  | |  | |  | |  | |
| **Keys and Certificates** | | | | | | | | | | |
| Public cryptographic keys | | |  | |  | |  | |  | |
| Private cryptographic keys | | |  | |  | |  | |  | |
| Hardware or software tokens | | |  | |  | |  | |  | |
| Product Keys (individual) | | |  | |  | |  | |  | |
| **Sales & Marketing Data** | | | | | | | | | | |
| Sales Account Data (e.g. sales metrics, product pricing) | | |  | |  | |  | |  | |
| Executed Contracts (including signature, addendum, and attachments) | | |  | |  | |  | |  | |
| Receipts | | |  | |  | |  | |  | |
| Sales Notes About Contoso Customers | | |  | |  | |  | |  | |
| Executed Contracts containing “customer confidential” or other “highly confidential” data | | |  | |  | |  | |  | |
| Payment Data | | |  | |  | |  | |  | |
| **Employee Data** | | | | | | | | | | |
| Personal Employment Data | | |  | |  | |  | |  | |
| Sensitive Personal Employment Data | | |  | |  | |  | |  | |
| **Supplier and Vendor Management Data** | | | | | | | | | | |
| Bank Account Numbers and Payment Instructions | | |  | |  | |  | |  | |
| Sales Account Data (Sales, product pricing, etc.) | | |  | |  | |  | |  | |
| Receipts and Payment Data | | |  | |  | |  | |  | |

**Note:** If the information has not been classified by the Data Steward, the following applies:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Minimum Protections** | |  |
| **Data Description** | **Public** | **General** | **Confidential** | **Highly Confidential** |
| Data Missing Classification and Labeled "Contoso Confidential” |  |  |  |  |
| Data Missing Classification and Unlabeled |  |  |  |  |