



INFORMATION ASSET CLASSIFICATION POLICY

TRIANZ INTERNAL

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Statement of Confidentiality

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Information Classification

<input type="checkbox"/>	Public
<input checked="" type="checkbox"/>	Internal
<input type="checkbox"/>	Confidential
<input type="checkbox"/>	Restricted

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1. Introduction

Information classification scheme is essential for protecting informational assets by assigning value and safeguarding confidentiality, integrity, and availability. The level of security afforded to company data depends directly on its classification level. Organizations shall consider confidentiality, availability, and integrity including privacy requirements including privacy when categorizing assets. This ensures that the classification scheme balances business needs and security requirements for each category of information.

1. Objective

The purpose of this policy is to establish the key principles of information classification for both electronic and physical forms. This policy has been designed to support the "need to know" principle, so that information is protected from unauthorized disclosure, use, modification, and deletion.

2. Scope

Applicable to all Information Assets of Trianz located on premises, Offshore, Client premises or on Cloud infrastructure.

3. Activities performed

3.1 Policy

All the associates are responsible for ensuring that the company information assets are protected and stored by classifying the information properly as per the Information Classification policy.

All the assets shall be catalogued and tagged in the asset inventory.

Respective function owners are responsible for ensuring that the Information Assets are classified as per information classification policy.

Information assets are classified at Trianz into four categories, which are listed below.

SL. No.	Information Classification	Description
1	Public	<p>Public information will be made available to the public at large.</p> <p>Reasonable care will to be taken to prevent any damage or alteration to such information (for e.g., web site content, marketing brochures, press releases, etc.).</p> <p>The Information Asset Owners will ensure that Information Assets are classified as per above information classification</p>
2	Internal	<p>Internal – Internal use only - information will be made available to all the employees of the organization and would be made available only to authorized persons outside the organization (for example, a client or a third-party service provider).</p> <p>Adequate security measures shall be taken to prevent unauthorized access and/or modifications within the organization.</p> <p>Some examples are operating procedure manuals, internal announcements, process assets etc.</p>

3	Confidential	<p>Confidential information will be made available only to authorized persons, both within and outside the organization (for example, a client or a third-party service provider)</p> <p>Distribution of such information will be on a “need-to-know” basis only.</p> <p>Adequate security measures shall be provided to prevent unauthorized access.</p> <p>Some examples are business plans, marketing strategies, human resources database, strategic plan, customer specific data etc.</p>
4	Restricted	<ul style="list-style-type: none"> • The definition of a restriction is a limitation. • Any asset consisting of Personal or Sensitive Information that is protected by law shall have this classification. • Those assets classified with this shall be protected with highest level of access control and security like encryption, rights Management etc Examples : Candidates resumes, employee profiles, Documents containing individual’s Financial information or individual Health Information Eg: Payrolls,

		Income tax files, Insurance claims, Website Visitor Database, vendor information, Biometric information etc
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4. Roles and Responsibilities

SL. No.	Roles	Responsibilities
1	Associates	Classifying the documents as per the policy
2	Function/Product Owner	Make sure that information are classified as per the policy
3	CISO/CIO	Approve the policy

5. Measurement and reporting

Number of Documents identified vs Number of documents classified.

6. Compliance and Monitoring

Ensure 100% information classification is done.

7. Exception(s)

None.

8. ISO Control Mapping(s)

Category of Control	ISO 27001:2022 Control	Document Name as per ISO 27001:2022
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Organizational Controls	5.12 Classification of information Control Information shall be classified according to the information security needs of the organization based on confidentiality, integrity, availability and relevant interested party requirements,	Information Asset Classification policy
Organizational Controls	5.13 Labelling of information Control An appropriate set of procedures for information labelling shall be developed and implemented in accordance with the information classification scheme adopted by the organization.	Information Asset Classification policy

Document Control

Owner:	CISO	Release ID:	IAC-POL-0004
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For Trianz Process Improvement Group (TPIG) Purpose Only

Version History

Ver. No.	Date	Author	Reviewer	Approver	Reason for Change	Change Description
0.00	26-Feb-07	Jyotessh G Nair	-	-	Initial draft	
1.00	26-Feb-07	Jyotessh G Nair	-	-	Baseline is approved by Zulfikar Deen.	Approved Baseline.
1.01	30-Jul-08	Bharatee sha B R	-	-	Revised the policies in accordance with the revised ISMS Framework	Changed the Policy statements, Changed the template Added document classification scheme
2.00	28-Apr-09	Balu Nair	-	-	Approved for Baseline	Baselined
2.01	30-Dec-10	Chakrav arthi	-	-	QMG review	Formatted the entire document

3.00	31-Dec-10	Chakrav arthi	-	-	Request for baseline	Baselined
3.01	06-May-11	Srilaksh mi	-	-	To maintain common release id allocation for bluebook documents	Modified Release ID in cover page and header
4.00	06-May-11	Srilaksh mi	-	-	Request for baseline	Baselined
4.01	3-Aug-11	Sudhars ana	-	-	QMG review	Replace Owner with Managemen t Representati ve in place of CIO In Document Classificatio n Scheme, "Retention period is 3 Years" row is removed
5.00	3-Aug-11	Sudhars ana	-	-	Request for baseline	Approved and Baselined
5.01	14-Oct-11	Venkates war Reddy GD	-	-	QMG Review	Used new template as per documentat ion guidelines

						'Shall' word is replaced by 'Will' throughout the policy statements
6.00	14-Oct-11	Venkateswar Reddy GD	-	-	Approval for Baseline	Baselined
7.00	08-Nov-12	Balu Nair	-	-	Standardization of Book Process Assets	Modified the template format Changed the Logo
7.01	24-Oct-16	Sriharsha G	-	-	Modified Scope	Added Cloud infrastructure under scope
8.00	07-Dec-16	Shishir	-	-	Approved by CISO	Baselined
8.01	09-Oct-17	Balu Nair	-	-	Internal audit feedback	Information classification is complexly revamped
8.02	10-Oct-17	Balu Nair	-	-	Reviewed by Ganesh and Shishir	Review feedback incorporated
9.00	20-Jun-18	Balu Nair		-	Approval for Baseline	Baseline

9.1	14-Jan-19	Balu Nair			Modified Asset classification scheme	Modified Asset Classification scheme.
10.0	14-May-19	Balu Nair		Ganesh Arunachala	Approved for Release	Baselined
10.1	11-May-20	Karthik N	Balu Nair		Review	Roles modified with CISO/CIO.
11.0	14-May-20	Karthik N	Phani Krishna	Phani Krishna	For Approval	Approved and Baselined
11.1	22-Jul-20	Balu Nair	Anitha Ravindran	Phani Krishna	Quarterly Review	Information Classification is modified
12.0	31-Jul-20	Balu Nair	Anitha Ravindran	Phani Krishna	Approved for Baseline	Baselined
12.1	12-Feb-21	Balu Nair	Vijaya R	Phani Krishna	Quarterly Review	Reviewed
13.0	12-Feb-21	Balu Nair	Vijaya R	Phani Krishna	Approved for Baseline	Baselined
13.1	06-Jan-2022	Krutideepta	Balu Nair		For Review	Reviewed and Information classification updated from "Confidential" to "Internal"

14.0	06-Jan-2022	Krutideepta	Siva N	Siva N	Approved for Baseline	Baselined
14.1	13-Mar-2022	Sanjana	Balu Nair	Siva N	For Review	The scope has been extended to products and services
15.0	15-Mar-2022	Sanjana	Balu Nair	Siva N	For Approval	Approved and Baselined
15.1	03-May-2023	Shalini, Rama Madhavan	Balu Nair	Srikanth	For Review	Reviewed Migrated to new template
16.0	12-May-2023	Rama Madhavan	Vijaya	Srikanth M	For Approval	Approved and Baselined
16.1	15-Feb-2024	Shalini	Vijaya		For Review	Change in Introduction part in accordance with ISO 27k, 2022 new standard control 5.12
17.0	23-Feb-2024	Shalini	Vijaya	Srikanth	For Approval	Approved and Baselined
17.1	30-Apr-25	Kruti	Vijaya		For Yearly Review	Migrated to a new Template.
18.0	14-May-25	Kruti	Vijaya	Srikanth	For Approval	Approved and Baselined



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Thank You

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