



INFORMATION ASSET CLASSIFICATION POLICY



TRIANZ INTERNAL

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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 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 |
|--|--|---|

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

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|---------------|------|--------------------|--------------|
| Owner: | CISO | Release ID: | IAC-POL-0004 |
|---------------|------|--------------------|--------------|

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 | Chakravarthi | - | - | QMG review | Formatted the entire document |

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| 3.00 | 31-Dec-10 | Chakravarthi | - | - | Request for baseline | Baselined |
| 3.01 | 06-May-11 | Srilakshmi | - | - | To maintain common release id allocation for bluebook documents | Modified Release ID in cover page and header |
| 4.00 | 06-May-11 | Srilakshmi | - | - | Request for baseline | Baselined |
| 4.01 | 3-Aug-11 | Sudharsana | - | - | QMGR review | Replace Owner with Management Representative in place of CIO In Document Classification Scheme, "Retention period is 3 Years" row is removed |
| 5.00 | 3-Aug-11 | Sudharsana | - | - | Request for baseline | Approved and Baselined |
| 5.01 | 14-Oct-11 | Venkateswar Reddy GD | - | - | QMGR Review | Used new template as per documentation guidelines |

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| | | | | | | '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 |

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|------|-------------|--------------|------------------|-------------------|--------------------------------------|---|
| 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 | Krutideeptha | Balu Nair | | For Review | Reviewed and Information classification updated from "Confidential" to "Internal" |

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| 14.0 | 06-Jan-2022 | Krutidee pta | 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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