\*\* FREE PREVIEW VERSION \*\*

[organization logo]

[organization name]

**INFORMATION CLASSIFICATION POLICY**

|  |  |
| --- | --- |
| Code: |  |
| Version: |  |
| Date of version: |  |
| Created by: |  |
| Approved by: |  |
| Confidentiality level: |  |

**Change history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Created by** | **Description of change** |
| 01/10/2013 | 0.1 | Dejan Kosutic | Basic document outline |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Table of contents**

[1. Purpose, scope and users 3](#_Toc271318796)

[2. Reference documents 3](#_Toc271318797)

[3. Classified information 3](#_Toc271318798)

[3.1. Steps and responsibilities 3](#_Toc271318799)

[3.2. Classification of information 4](#_Toc271318800)

[3.2.1. Classification criteria 4](#_Toc271318801)

[3.2.2. Confidentiality levels 4](#_Toc271318802)

[3.2.3. List of Authorized Persons 4](#_Toc271318803)

[3.2.4. Reclassification 5](#_Toc271318804)

[3.3. Information labeling 5](#_Toc271318805)

[3.4. Handling classified information 5](#_Toc271318806)

[4. Managing records kept on the basis of this document 8](#_Toc271318807)

[5. Validity and document management 8](#_Toc271318808)

# Purpose, scope and users

The purpose of this document is to ensure that information is protected at an appropriate level.

This document is applied to the entire Information Security Management System (ISMS) scope, i.e. to all types of information, regardless of the form – paper or electronic documents, applications and databases, people's knowledge, etc.

Users of this document are all employees of [organization name].

# Reference documents

* ISO/IEC 27001 standard, clauses A.8.2.1, A.8.2.2, A.8.2.3, A.8.3.1, A.8.3.3, A.9.4.1, A.13.2.3
* Information Security Policy
* Risk Assessment and Risk Treatment Report
* Statement of Applicability
* Inventory of Assets
* List of Legal, Regulatory and Contractual and Other Obligations
* Incident Management Procedure
* [Operating Procedures for Information and Communication Technology] / [Disposal and Destruction Policy]
* Acceptable Use Policy

# Classified information

## Steps and responsibilities

Steps and responsibilities for information management are the following:

|  |  |
| --- | --- |
| ***Step name*** | ***Responsibility*** |
| 1. Entering the information asset in the Inventory of Assets | [job title] |
| 2. Classification of information | Asset owner |
| 3. Information labeling | Asset owner |
| 4. Information handling | Persons with access rights in accordance with this Policy |

If classified information is received from outside the organization, [job title] is responsible for its classification in accordance with the rules prescribed in this Policy, and this person becomes the owner of such an information asset.

## Classification of information

### Classification criteria

\*\* END OF FREE PREVIEW \*\*

To download full version of this document click here: <http://www.iso27001standard.com/en/documentation/Policy-for-Handling-Classified-Information>