



# ISMS Excerpts – Data Classification Policy

# DATA CLASSIFICATION

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- Data is the critical asset of Aspire.
- All employees of Aspire are responsible to protect the confidentiality, integrity, and availability of data generated, accessed, modified, transmitted, stored or used by Aspire, irrespective of the information media type on which the data resides.

“Information Security is Everyone’s  
Responsibility”

## Information Storage Media Types Used in Aspire

### ➤ File Server

Project or function specific information shall be stored onto respective shared folder on the server hard disk drive.

**Labeling:** All applicable files in the folder will be labeled at the footer based on their confidentiality level (Public, Confidential or Internal).

### ➤ CD ROM/ DVD

Used to install software.

**Labeling:** Label that is available on the CD on purchase of the CD.

### ➤ External Hard Disk

Backup of project or function specific information are stored onto respective folder on the hard disk.

**Labeling:** Stickers properly designed for this purpose and pasted on top of both the External Hard Disk and its cove.

# DATA CLASSIFICATION

LEVEL	RATING	IMPLEMENTATION DESCRIPTION
Level 1	PUBLIC	<ul style="list-style-type: none"><li>Information is accessible for everyone.</li><li>If this information is leaked outside the Organization, it will result in no loss.</li><li>Example: Website information, Marketing brochures, press releases</li></ul>
Level 2	INTERNAL	<ul style="list-style-type: none"><li>Access to this information is provided to all relevant internal users.</li><li>Disclosure of this information will not cause serious harm to Organization.</li><li>All files that are not explicitly labeled in the footer are classified as internal.</li><li>Example: Aspire Templates. Project level Plans, work products and Aspire Policies</li></ul>
Level 3	CONFIDENTIAL	<ul style="list-style-type: none"><li>The information should only be available to authorized internal personnel.</li><li>Exposure of information to unauthorized persons or for unauthorized purposes would cause an unacceptable loss.</li><li>Example: Strategic information like company information, employee information, Contracts, Sign-Off letters, Proposals and similar information. Aspire Procedures are Company Confidential.</li></ul>

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