



# **Data Classification & Handling Policy**

**Version:** 1.0

**Effective Date:** April 2025

## **Purpose**

To define how company data should be classified, labeled, and protected.

## **Scope**

Covers all company data, systems, and personnel responsible for handling or storing information.

## **Policy**

- Data is classified as: Public, Internal, Confidential, or Restricted.
- Confidential and Restricted data must be encrypted at rest and in transit.
- Only authorized personnel may access Confidential or Restricted data.
- Data must be labeled appropriately based on classification.
- Unauthorized disclosure of sensitive data is a policy violation.

## **Enforcement**

Violations may result in disciplinary action and possible legal consequences.