**Purpose:** To establish criteria and procedures for classifying data based on sensitivity and criticality.

**Suggested Sections:**

* Purpose and Scope
* Data Classification Levels (e.g., Public, Internal, Confidential, Restricted)
* Criteria for Classification
* Roles & Responsibilities
* Handling & Storage Requirements for Each Level
* Access Control & Sharing Policies
* Data Labeling & Marking Procedures
* Review & Reclassification Procedures
* Enforcement & Compliance
* Appendix (Examples, Definitions)