



POLICY AND GUIDANCE
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1. Purpose

Information should be classified in terms of legal requirements, value, criticality and sensitivity to unauthorised disclosure or modification. Privacy and protection of personally identifiable information should be ensured as required in relevant legislation and regulation where applicable.

This document defines the CHI approach to information classification.

2. Scope

This document covers all information assets under the scope of the TRE.

The term “information asset” relates to, but is not limited to, the following:

- Data sets
- Knowledge
- Personnel records
- Contracts
- Customer information

3. Responsibilities

The Information Security Manager (ISM) is responsible for:

- Ensuring the prescribed information classification system is up to date and suitable

Information Owners and Authors are responsible for:

- Ensuring that information is labelled appropriately
- Ensuring that information is handled according to this documented system
- Ensuring that information is stored and disposed of as documented within the ISMS.

TRE Staff and TRE users are responsible for:

- Handling and storing information appropriately

4. Procedure

In order to enable staff to handle information in an appropriate manner it is important to apply a clear information classification system to all sources of information.

TRE staff and TRE users must comply with the University of Manchester’s information security classification procedure (see link below):

[Information security classification, ownership and secure information handling SOP](#)

In addition to the above document, it is also necessary to classify datasets stored and accessed from the TRE, which will be classified in the following way:

Classification	De-identified	Potentially identifiable	Identifiable
Control	There is zero probability of re-identification	There is a non-zero probability of re-identification	There are clear identifiers of people in the dataset
Access	Open data	Sharing Permissible	Sharing prohibited
Control	No restrictions on who can access	Sharing via TRE allowed in accordance with reuse policy	Access determined by the data set owner

5. Cross-referenced ISMS Documents

Number	Type	Title
ISMS-03-02	ISMS\Policy & Guidance\TRE Operations - policy & guidance	TRE User Clear Screen and Desk Policy
ISMS-03-07	ISMS\Policy & Guidance\TRE Operations - policy & guidance	TRE Password Policy
SOP-07-03	ISMS\SOP\Information Governance - SOP	Disposal of Sensitive Documents
ISMS-03-05	ISMS\Policy & Guidance\TRE Operations - policy & guidance	TRE Bring Your Own Technology Policy

6. Appendices

None