

# Data Classification Standard

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## 1. Levels

- Public: safe to share externally.
- Internal: for employees and approved contractors.
- Confidential: limited distribution; may include customer data.
- Restricted: highly sensitive; strict access controls.

## 2. Handling

Restricted data may not be copied to personal devices or non-approved tools.

## 3. Notes

This document is confidential and intended for internal use only. If you have questions, contact the Policy Owner listed in the Responsibilities section.