<div align="center">Memorandum</div>

To: MotoCorp

From: Team 13

Subject: CMMC Data Classification Policy | DCP102

Date: 09/28/2024

Per CISO request, Team13 provides a data classification policy that complies with CMMC requirements.

Classification	Description	Example
Exclusive	1. Data intended for exclusive internal use but not restricted internal, widespread internal, or public use 2. Data more sensitive than Restricted/Internal/Public 3. Compromised data would result in significant risk to MotoCorp or its affiliates 4. Contains SPII 5. Significant security or controls required 6. Contains additional requirements for protection	▪ PCI data ▪ HIPAA data ▪ GDRP data ▪ Unpublished financial data
Restricted	1. Data intended for restricted internal use but not widespread internal use or public 2. Data not as sensitive as Exclusive but more sensitive than Internal/Public 3. Compromised data would result in significant risk to MotoCorp or its affiliates 4. Contains PII and SPII 5. Significant security or controls required	▪ Payroll data ▪ Employee PII and SPII ▪ New initiatives and plans ▪ Higher level analytics reports ▪ Some PCI, HIPAA, GDRP data ▪ Some financial reports ▪ Some proprietary information
Internal	1. Data intended for widespread internal use but not public use 2. Data not as sensitive as Exclusive/Restricted but more sensitive than Public 3. Compromised data would result in moderate risk to MotoCorp or its affiliates 4. Contains PII	▪ Organizational Charts ▪ Employee/Affiliate Announcements ▪ Playbooks ▪ Name, address, age, education, gender, race, date of birth, zip code, email address ▪ Not released marketing materials

 	5. Moderate security or controls required	
Public	1. Data intended for public access and use 2. Compromised data would result in little or no risk to MotoCorp or its affiliates 3. Does not contain PII or SPII 4. Little security or controls required	▪ Released Marketing materials ▪ Released Price lists ▪ Public Announcements ▪ Contact Information

The provided table contains the new policy and data classification scheme that will be implemented at MotoCorp.

No-Trust policy will be implemented where data can only be access from Internal classification to Exclusive classification on a need-to-know basis. Data stewards will be delegated the responsibility to assess and grant data access privileges.

Regards,

Team13