

Wipro’s Information Classification, Labelling

and Handling Policy

**Document Control**

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| --- | --- |
| Function | Group Chief Information Security Office (GCISO) |
| Sub-function | - |
| Policy Owner | Lakshminarayanan RS, Group Head - Information Security Policy & Framework |
| Policy Effective Date | 1st December 2017 |

**Purpose**

This policy establishes the requirement of classifying, labeling, and handling the Organization's information to protect it from unauthorized usage.

**Audience**

Organization’s employees, retainers, contractors, and service providers.

**Scope**

This policy applies to information, including digital data (structured and unstructured) and paper documents on any type of media owned or managed by the Organization.

## **Policy Details**

**ICLH.1** Information owner shall classify, label, and handle the information as per applicable laws, regulations, and business requirements.

**ICLH.2** Information classification levels shall be defined and consistently adhered to across the Organization.

**ICLH.3** Security controls shall be implemented based on the information classification levels.

**ICLH.4** Information classification levels shall be reviewed periodically based on changes in the sensitivity and criticality of the information.

**ICLH.5** Information handled through electronic media, physical storage media, paper documents, and any type of media shall be protected as per the Information Classification, Labelling and Handling Standard.

**ICLH.6** Security incidents related to inappropriate classification, labelling, and handling of information shall be reported as per the Security Incident Management Procedure.

**Definitions**

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| **Definition** | **Description** |
| Information Classification | The process of classifying data by sensitivity and impact level, which makes it easier to locate, retrieve, use, and protect effectively. |
| Information Labelling | The process of tagging the information by applying visual marking and inserting metadata to make it easily identifiable, searchable, and trackable based on its classification. |
| Information Handling | The process of transferring, receiving, storing, or processing information. |
| Information Owner | An operational and functional authority for specified information, responsible for establishing the controls across the information lifecycle covering creation, collection, accessing, viewing, storing, transferring, mailing, processing, preserving, disposing, and destroying. |
| Organization | Wipro Limited, including subsidiaries, affiliates, and acquired entities, but excluding acquired entities governed by an independent set of security policies. |

**References**

* Information Classification, Labelling and Handling Standard
* Information Classification, Labelling and Handling Procedure
* Security Incident Management Procedure

**Revision History**

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| **Version** | **Revision Date** | **Reason for Change** | **Drafted/ Reviewed By** | **Approved By** | **Date Approved** |
| 1.0 | 14th August 2023 | Reviewed and updated the policy as per the ISO 27001:2022 and best practices of NIST 800-53 Rev5. | Aarti Bansal Lamba | Lakshminarayanan RS | 15th January 2024 |
| 1.1 | 6th May 2024 | Updated Purpose. | Aarti Bansal Lamba | Lakshminarayanan RS | 6th May 2024 |