Functional Practice Statements - Classification

Level 1:Initial

1.1   There is no, or limited, classification schemes used throughout the organization

1.2   The organization makes no distinction between different levels of data criticality or sensitivity

Level 2: Managed

2.1 Classification of data is informal and ad-hoc

2.2. Local interpretations of data classification schemes are used

2.3   Data owners (if assigned) decide for themselves if data is sensitive and if additional controls are needed.

Level 3: Defined

3.1 A data classification scheme and related guidance are implemented and applied throughout the organization.

3.2   Data ownership, definitions and requirements for different levels of data classification are explicitly described in the guidelines.

Example Work Products
• Guidelines are used as a basis for applying the required controls for critical business processes and/or applications

3.3   The classification scheme is approved by senior management

Level 4: Measured

4.1 The guidelines are used as a basis for applying the required controls for all business processes and applications organization-wide

4.2 The implementation and execution of relevant procedures, as well as the correctness and completeness of classification schemes, are periodically assessed.

Level 5: Optimized

5.1(Changes in) Data classification is fully supported via automated tooling, workflow processing, and integrated dashboards.

5.2 Data classification is integrated into information/data lifecycle management.