Information Security Standards (Internal - Example)

Version: 1.0   Effective Date: 2026-01-10   Owner: IT Security

A) Data Classification

Confidential: Personal data, financial data, legal documents.
Internal: Non-public operational documents and internal procedures.
Public: Approved for external sharing.

B) Data Retention

- Confidential data retention: 7 years unless a legal hold applies.

- Internal data retention: 3 years.

- Public documents: as needed.

C) Incident Response

- Report security incidents within 1 hour to the Security Hotline.

- Severity levels: Sev1 (Critical), Sev2 (High), Sev3 (Medium), Sev4 (Low).

- Sev1 response time target: 15 minutes.

D) Encryption

- Data at rest: AES-256 for confidential datasets.

- Data in transit: TLS 1.2 or higher.

Appendix: Severity Matrix (Example)

Severity	Example	Target Response Time
Sev1	Major outage or data breach	15 minutes
Sev2	Service degradation affecting many users	1 hour
Sev3	Limited impact, workaround available	4 hours
Sev4	Minor issue, no user impact	1 business day