

Data Classification Policy

Purpose

To ensure data is classified and protected based on sensitivity.

Scope

Applies to all organizational data in any format.

Policy Statements

- Data shall be classified as Public, Internal, Confidential, or Restricted.
- Protection controls must match classification.
- Data owners are responsible for classification.

Responsibilities

- Data Owners: Classify data.
- IT Security: Enforce controls.
- Users: Handle data correctly.

Compliance

Improper handling of data may result in disciplinary action.