

## **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.