|  |  |
| --- | --- |
| Policy | Alfred Private High School will implement a method to organize its information assets by the risk each asset poses to the organization. The method chosen must provide an effective way to communicate the importance of each information asset, as well as how to handle and label each asset, to all those who use the asset.    Each identified information asset in Alfred Private High School will be classified in one of four categories: public, restricted, sensitive, and confidential. The categories and their criteria may be changed by information security professionals within the organization after approval from the information owner.    All members of the organization must have knowledge of the meaning and criteria of each of the classifications. All information assets in the organization must have a clear label designating the classification. Each classification must have clear instructions for handling of assets. The instructions for handling must be communicated to all employees. |
| Exceptions | None |
| Disciplinary Actions | If any member of the organization is found to have willingly violated the contents of this policy, he or she will receive a written warning for the first offense. Upon the second offense by the same member, that employee will be terminated immediately.  If any member of the organization is found to have inadvertently violated the contents of this policy, he or she will receive a verbal warning for the first offense. The second offense, whether intentional or inadvertent, will result in a written warning. The third violation, whether intentional or inadvertent, will result in termination. |