

Information Classification Procedure

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Prepared by	Mike Moore, Managing Director
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Title	Information Classification Procedure			
Description	To set the standards for the protection of information assets from unauthorised access, compromise or disclosure.			
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Purpose

It is critical for DE Photo (Franchising) Ltd (referred to as the company here after) to set the standards for the protection of information assets from unauthorised access, compromise or disclosure.

Accordingly, the company has adopted this information classification procedure to help manage and protect its information assets as well as comply with the information classification policies.

Prerequisites

For this procedure to be followed the following conditions need to be met:

- All parties need to be aware of their roles and responsibilities.
- The information classifications in the Data Protection Policy need to be current and available to the relevant parties.
- Any systems/services/devices referenced need to be available to the relevant parties.
- All parties have had the relevant training and the training is current and up to date.

Conditions

The information classification procedure should be followed whenever a new information asset is acquired.

Outcomes

Effective classification of information assets.

Process

Information Classification sub-process

1. Use the Information Classification Procedure to find the definitions for each classification of information and evaluate which of the classifications it fits.
2. Update the Information Asset Register which can be found in the location Unit 19 Lambs Business Park, South Godstone, RH9 8LJ and mark the data with an appropriate identifier for its classification of data.
3. The following should also be filled in for the asset:
 - a. Documents Requirements
 - b. Document Identifier
 - c. Status
 - d. Version
 - e. Author
 - f. Locations
 - g. Creation Date
 - h. Last reviewed
 - i. Next Review
 - j. Approved
 - k. Reason for approval

Security evaluation sub-process

1. Evaluate the security measures, access controls and measures in place to protect the asset.
2. Compare the evaluation with the security requirements stated for the classifications in the Information Classification and Access Control policies
3. Where the security measures and access controls are insufficient, follow the Request Control Procedure to ensure that they are brought up to the specified standards. Where the security measures and access controls are sufficient, no further action needs to be taken.

Management and Review

This policy should be reviewed as scheduled once annually unless performance indicators, changes to legislation or the organisation necessitate it.

Last Review Date: 16-05-2018

Next Review Date: 16-05-2019