

Classifying Data



A data classification policy eliminates ambiguity and clarifies what fits where. It dictates how information should be treated and protected, setting ground rules that everyone can follow. A policy also acknowledges that there are risks involved with data disclosure that can impact an organization's reputation and undermine its integrity—and that access should be meted out in a way that reduces risk.

If your company doesn't have a data classification policy, talk to your manager about creating one.