PHISH X

TIPS FOR DATA CLASSIFICATION

Levels of classification

The classification of data is based on the level of sensitivity and the impact if such data is disclosed, altered, or destroyed without authorization. The classification of the data helps to decide which security controls are right to protect that data. The data can be classified into several types, such as:

• Restricted data: when it results in a significant level of risk. Example: tax documents or confidentiality agreements.

• Private data: when it results in a moderate level of risk. By default, all company data that is not explicitly classified as restricted or public data should be treated as private data.

• Public data: when it results in little or no risk. Examples: press releases or on the company's website.

Why classify data?

Not all information should be treated in the same way. Security is expensive and we must control in layers to ensure that our most critical information is protected.

Data classification begins with the labeling of documents with varying levels of confidentiality.
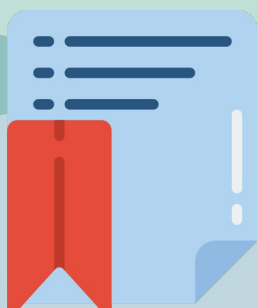
New privacy laws

With the new privacy laws, data classification is more important than ever for all companies that store, transfer or process personal data.

Your help is essential in classifying the data so that everything that is easily identifiable and proper safety precautions can be taken.

In addition, laws require high protection for certain categories of personal data, such as racial or ethnic origin, political opinions and religious or philosophical beliefs. Classifying this data appropriately can significantly reduce the risk of compliance issues.

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How to classify your data?

Following the pattern of your company is the first step.

To simplify things, the systems can help to automatically label some common data, such as the number of credit cards or employee registration.

Furthermore, it is important that we all know the levels and how to label our documents based on the intended use. Although more difficult, we can better understand the data and the context.

Benefits of classified data

In addition to improving the organization of your data, which can be saved in specific places shared in your company, such as the folders of the commercial or administrative team, the classification brings the following benefits:

• Helps in efficient management by defining the data structure, avoiding duplication, and allowing you to find your documents more quickly.

• It is a key step towards security, with the labels and classification of sensitive data, which must be protected.

• Prevents loss of information, with the correct use of protections and file copy systems.

• Allows to guarantee the need for access and the least privilege for only the necessary people.

• Eases auditing and compliance with standards and laws.