

# 5 guiding principles for handling data



## Information Classification

- Document a company data classification scheme with classification level (e.g., public, internal, secret), definition, examples, and guidelines for accessing, processing, sharing, and storing the data.
- Don't forget to classify documents based on the data classification scheme so people will know how to treat them securely.



## Use approved applications for data storage, and manage the access

- Always use company approved applications to store your data and files and follow the data classification guidelines.
- Regularly check and update who needs to have access to the data to perform their job.



## Sharing data

### Accessing data

- Ask the data owner for access to classified documents if needed.
- Do not bypass primary access controls by sharing data via methods such as E-mail, Zoom, Skype, or Microsoft Teams.

### Company sanctioned sharing solutions

- Document and use appropriate company sanctioned sharing methods based on the data classification.



## Handling requirements for data

- Do not handle data outside of its approved storage location
- If you do not have a way to share data within its primary location, limit the risk of unauthorized access by encryption & password protection.



## Incident management

If you suspect unauthorized access to data, submit a security incident as soon as possible and inform your management.