Trellix • () Skyhigh Security

TREPOL 1500

Information Classification & Handling Policy

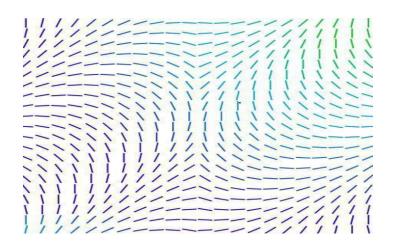


Table of Contents

1. Purpose	3
2. Scope	3
3. Target Audience	3
4. Roles and Responsibilities	3
5. Policy Statement & Compliance	4
5.1 Policy Statement	4
5.2 Compliance	5
5.3 Enforcement and Management	5
5.4 Monitoring and Review of Policy	5
5.5 Policy Approval	5
5.6 Exceptions	5
5.7 Document Location	5
6. Information Classification and Handling Policy	5
6.1 Data Ownership	6
6.1.1 Third Party Data Access	6
6.2 Data Classifications	7
6.2.1 Personally Identifiable Information (PII)	9
6.3 Handling of Data	9
6.3.1 Company Job-Related Information	9
6.3.2 Confidential Information of Others	9
6.3.3 Clean Desk Principles	10
6.3.4 Guidelines and Requirements for Handling Data	10
7. Classification Prohibition	10
8. Incident Response & Data Breach Notification	10
9. References	10
10. Definitions and Acronyms	11
11. Revision History	12
12. Approvals	12
Appendix A: Information Classification and Handling Guidelines	14
Appendix B: Information Handling Requirements	19