

# PROCHAINMATRIX

## Information Classification Policy

### DOCUMENT CONTROL

<b>Title</b>	Information Classification Policy
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<b>Accountable Officer</b>	Security Officer
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### DOCUMENT HISTORY

<b>Version</b>	<b>Date</b>	<b>Changes made</b>
1.0	4 <sup>th</sup> September 2020	Document Created

## 1 Introduction

1.1 This Information Classification Policy is a key component of Prochainmatrix's management framework.

1.2 It defines the categories by which all information held by and within Prochainmatrix shall be marked, categorized and treated.

1.3 This policy is supported by Prochainmatrix's Security Policy.

## 2 Aim and Scope of this policy

2.1 This policy defines the three categories which all information within Prochainmatrix shall be marked.

2.2 This policy applies to all information, data, information systems, networks, applications, locations and staff of Prochainmatrix or supplied under contract to it.

## 3 Information Classification

<b>Table: Schedule 3.1: Categories for information classification.</b>		
<b>Category</b>	<b>Description</b>	<b>Example</b>
<b>Public Information</b> <b>(Green Information)</b>	Information which is not confidential and can be made available publicly through any channels.	<ul style="list-style-type: none"> <li>• Details of products and services on the website</li> <li>• Published company information</li> <li>• Social media updates</li> </ul>
<b>Confidential</b> <b>(Amber Information)</b>	Information which, if lost or made available to unauthorised persons could impact the company's effectiveness, benefit competitors or cause embarrassment to the organisation and/or its partners	<ul style="list-style-type: none"> <li>• Company operating procedures and policy</li> <li>• Client contact details</li> <li>• Company plans and financial information</li> <li>• Basic employee information including personal data</li> </ul>
<b>Sensitive</b> <b>(Red Information)</b>	<p>Information which, if lost or made available to unauthorised persons, could cause severe impact on the company's ability to operate or cause significant reputational damage and distress to the organisation and/or its partners.</p> <p>This information requires the highest levels of protection of confidentiality, integrity and availability.</p>	<ul style="list-style-type: none"> <li>• Client and company intellectual property</li> <li>• Data in information systems</li> <li>• Employee HR details</li> <li>• Any information defined as "sensitive personal data" under the Data Protection Act</li> </ul>

#### 4 Further Information

Further information and guidance on this policy can be obtained from [governance@prochainmatrix.co.uk](mailto:governance@prochainmatrix.co.uk).