

BELGRADE SECURITY WORKSHOP 2015

Classification of information

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Why?



- Describe how one can identify assets as information in an organization and classify them with respect to sensitivity and criticality, and to define storage periods and rules for disposal.
- A tool for information owners to ensure that content which is critical to operations will be taken care of, handled and disposed of in accordance with internal and external requirements and best practice.



- Recommendation on how to classify information
- Examples of how information objects that are frequently used in the higher education sector can be classified
- References to relevant standards, laws and regulations



Example of metadata types that should be classified

- Information owner
- Content type
- Legal authority
- Storage location or computer system
- Security Classification
- Security Needs
- Max. downtime
- Why has the information conservation value?
- Personal Information
- Archive Key
- Storage Period
- Disposal method

The organizational role, unit or process which holds ownership of the information

For example, line manager, HR-department, the external communication process

Type of information, irrespective of format and medium. What the information applies to.

For example, research project, contracts, minutes of meetings, employment agreements

Reference to a regulatory document which specifies storage and/or disposal requirements.

For example, Data privacy act, Freedom of Information Act, Public Administration Act.

The name of the system and/or physical archive in which the information object is located in the storage period

For example, electronic journal, management system, financial system, main physical archive

The degree of protection required for the information object

Classification level:

- Open
- Internal
- Confidential

Here one takes into consideration special security requirements based on the confidentiality, integrity and/or accessibility of information objects.

- Confidentiality
- Integrity
- Accessibility

The maximum acceptable time for which electronically stored information can be inaccessible.

- 1 HOUR
- 1 DAY
- 1 WEEK
- 1 MONTH

Preservation value is a criterion which specifies the relative importance the information has for the organization

- Legal value
- Enterprise-critical value
- Historical value

Do the information object contains
or may contain personal or
sensitive personal data?

An archive index is a system for organizing case files based on one or more classification principles

- Class 1 is Finance
- Main Group 13 is Accounting and Auditing
- Group 133 is Completed Accounts

The period for which information shall be stored in the archive.

- Permanent
- Lifetime related
- nn years

Rules governing the disposal of information at the end of the storage period

- Review
- Destroy
- Deposit
- Keep

Examples of classification

Owner	Contents	Legal authority	Storage location	Unrestricted data? (Open/N)	Security classification	Security requirement	Max. downtime	Preservation value	Personal data? (P/S)	Archive index	Storage period	Disposal
R&D	Research project I	Freedom of Information Act S. 26.4		Open	Internal	(C)IA		ENT, HIST	-		LT	REV
R&D	R&D applications	Freedom of Information Act S. 26.4		N	Internal	CIA		-	P-		LT	REV
R&D	R&D allocations			Open	Open	I		ENT	-		LT	REV
R&D	Contracts			N	Internal	CIA		ENT, LEG	(P)		LT	REV
PERS	HSE management			Open	Open	I		-	-		LT	DESTROY
PERS	Employment agreements	Freedom of Information Act S. 25.1, Public Administration Act S. 13.1		N	Internal	CI		LEG	S		LT	DESTROY

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