

How to Classify documents and emails

Purpose

The University has agreed an Information Classification and Handling Policy. This document provides guidance on how best to apply the protective marking which will ensure that data is managed in accordance with risk and sensitivity. Three categories of classification have been identified: Non-classified, Confidential and Highly Confidential.

The Information Classification and Handling Policy is published on the website at:

<http://www.gcu.ac.uk/media/gcalwebv2/itstaff/InfoClassPolicyV10.pdf>

Departments who need specific assistance should contact the Head of IT Systems and Data Security.

Process of classifying data

Confidential and Highly Confidential information created within the University should be protectively marked. Data should carry one classification. Therefore the highest classification should apply where different components have different levels of sensitivity. For example, a Confidential email which has a Highly Confidential attachment should be classified as Highly Confidential.

Who should classify a document?

The person creating or receiving the information asset is responsible for classifying it. To differentiate between subject lines and headings upper case and 12 point Ariel font should be used.

Classifying email

Emails containing Confidential and Highly Confidential should be indicated in upper case within the subject line of the email.

Example

Subject: Notes of meeting - CONFIDENTIAL

Classifying Microsoft Office documents

When a document such as a Word document or spreadsheet needs to be protectively marked as it contains Confidential and Highly Confidential data this should appear in the header or footer of the data. The classification should be shown in upper case using 12 point Ariel font.

Classifying other data

Contact the Head of IT Systems and Data Security for specific guidance on other data.

Exceptions to protective marking

In certain circumstances the protective marking of material may not be appropriate. For example, sending communications to students or third parties. It is expected that Departments manage such exceptions and seek advice if clarity is required.