# Security Classifications
for unmanaged documents

All things Information Management

Lisa Read White
Director

Classifying unstructured data

- High volumes of content stored to unmanaged systems i.e. sharedrives

- Information Security Classification Policy

  ➢ applies a consistent approach to classifying information created, collected and disseminated within the organisation

  ➢ identifies an information asset's sensitivity and criticality

  ➢ Insists that all documents will be marked with a security classification
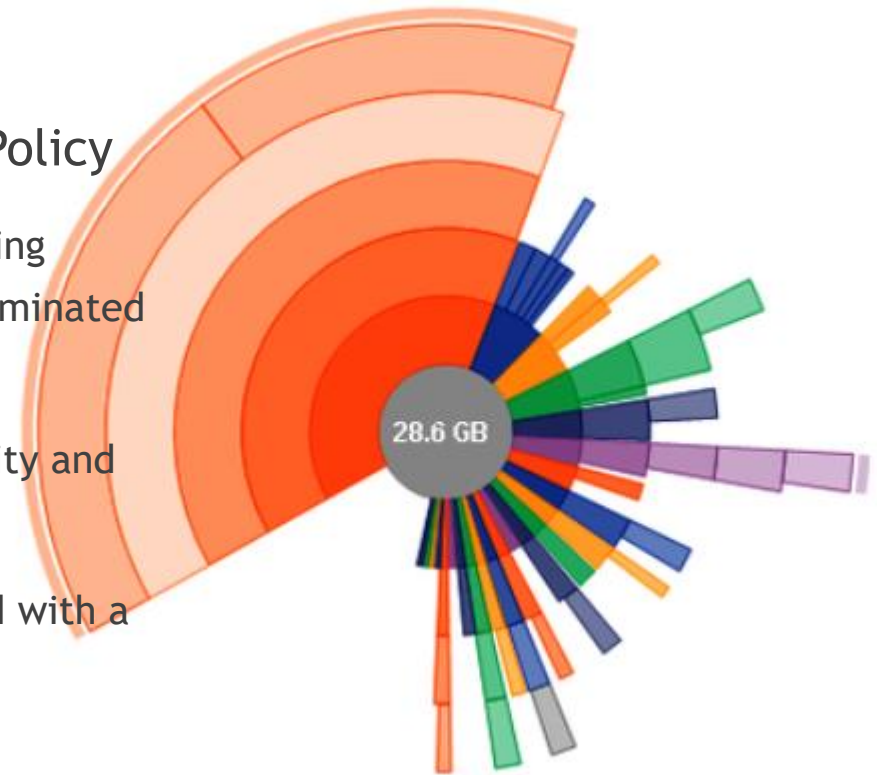
Classifying unstructured data

Policy Statement

- All **new** information **created, collected and disseminated** within the organisation is **assigned a classification level**.

- Information is reviewed and **assigned a classification level prior to release**.

- The relevant **controls and processes** for the secure handling of all information assets are **adequately implemented** and maintained in order to protect from…inappropriate release (e.g. of confidential or restricted information).

Information Classification and Handling Policy and Guidelines

1. Policy

1.1. Purpose

The Information Classification and Handling Policy has been developed to guide
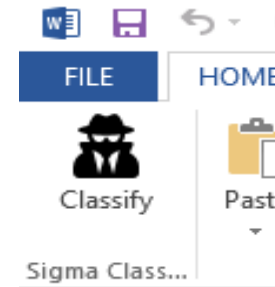
Classifying at creation

- Practicality of classifying all documents newly created, collected and disseminated is challenging in any organisation

- Good controls in CM but…relies on people storing to CM

- Best approach is to insist on classify at creation
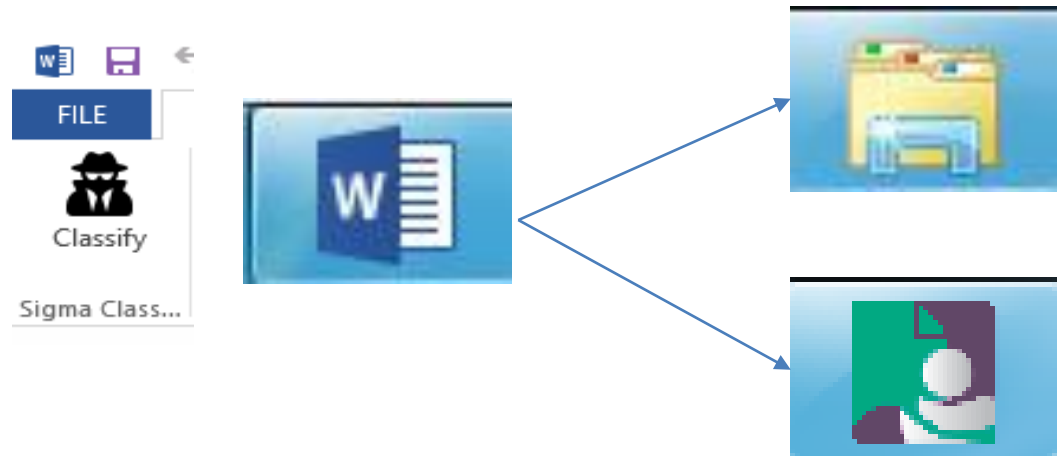
Sigma Classify

Apply security classifications to documents when created

Classifying a Word Document

- Open document in Word & Click Classify icon
- Choose **Classification**
- Click **OK**

Sigma Classify

Security classifications are defined by supporting text to assist users with correct selection

Sigma Classify

Classification: TOP SECRET

Classification in Header
If you would like the classification to show in the header, simply open the header and choose the

Classification in Header

The classification can show in the header
Insert the pre-defined template called "**Classification**"

- On the "**Insert**" ribbon, click on "**Header**" and then "**Classification:**", or
- Double-click in the header area, click on "**Header**" and then "**Classification:**".

Sigma Classify

Saving and Classifying a Word Document

If you have **not** classified your document before saving, you will be **prompted** to select a Classification.

Sigma Classify

Copying (or Renaming) a Word Document

If you **copy or rename** a Word document that was previously classified, you will be **prompted** to classify it again when you next open it.

Sigma Classify

Classify Exemptions

If you open a non-classified document, and then close it again without editing or saving, Classify will not prompt you to classify the document.

Changing the Classification? Then Save your document

If you have changed the classification of a document, ensure that you save the document after to confirm the classification is changed

Sigma Classify

Classify Benefits

- ✓ Documents classified at point of creation
- ✓ Classification applied regardless of storage location
- ✓ Keeps sensitivity at front of mind (and in the header)
- ✓ Insists on classification and enforces the policy

Could be classified as a Band-Aid to a bigger problem, but…

- Changing behaviours takes time
- People will save content outside of managed systems
- Cheap option and immediate solution
- Demonstrates compliance and application of challenging policy
- Encourages use of the correct system? For some!

Any Questions?

Questions?