

# Data Classification Policy

## Data Classification Guideline

Data should be can based on the maximum impact of data loss or disclosure regarding Confidentiality, Integrity or Availability.

The impact for each section should be classified based on the following matrix:

Security Objective	Potential Impact		
	Low	Moderate	High
<b>Confidentiality.</b>  Restrict access to and disclosure of data to authorized users in order to protect personal privacy and secure proprietary information.	Unauthorized disclosure of the information is expected to have <b>limited</b> adverse effects on operations, organizational assets, or individuals.	Unauthorized disclosure of the information is expected to have a <b>serious</b> adverse effect on operations, organizational assets, or individuals.	Unauthorized disclosure of the information is expected to have a <b>severe or catastrophic</b> adverse effect on operations, organizational assets, or individuals.
<b>Integrity.</b>  Guard against improper modification or destruction of data, which includes ensuring information nonrepudiation and authenticity.	Unauthorized modification or destruction of the information is expected to have a <b>limited</b> adverse effect on operations, assets, or individuals.	Unauthorized modification or destruction of the information is expected to have a <b>serious</b> adverse effect on operations, assets, or individuals.	Unauthorized modification or destruction of the information is expected to have a <b>severe or catastrophic</b> adverse effect on operations, assets, or individuals.
<b>Availability.</b>  Ensure timely and reliable access to and use of information.	Disruption of access to or use of the information or information system is expected to have a <b>limited</b> adverse effect on operations, assets, or individuals.	Disruption of access to or use of the information or information system is expected to have a <b>serious</b> adverse effect on operations, assets, or individuals.	Disruption of access to or use of the information or information system is expected to have a <b>severe or catastrophic</b> adverse effect on operations, assets, or individuals.

Once the impact for Confidentiality, Integrity and Availability has been well classified, the data should be classified as follows:

Overall Risk	Classification	Description
High	Restricted	Highly confidential information that can cause permanent damage to a company and its customers
Moderate	Confidential	Sensitive business data that if disclosed to unauthorized persons can harm a company, its customers, partners, or employees. Loss of confidential information may also lead to regulatory backlashes.
Low	Internal	Information that can be circulated only internally. Unauthorized disclosure of such information can lead to embarrassment and loss of competitive advantage.
None	Public	All business data that's freely available to the public and that can't be leveraged to cause any financial loss, brand damage, or market share loss or jeopardize your clients, partners, or employees.

## Pre-Defined Classifications

Client Credentials Data			
Any information that can be used to get access to a digital system.			
Information Types			
User Credentials	Password for the Sharework applications		
API Key	API Key for Sharework API		
CRM Credentials	Information that can be used to access a Client CRM		
Security Objectives	<b>Confidentiality Impact</b>	<b>Integrity Impact</b>	<b>Availability Impact</b>
Impact Description	The loss of confidentiality about source data could lead to unauthorized access to Client data	The loss of integrity would lead to lack of information the Client's Partner Ecosystem	The loss of integrity would lead to lack of information the Client's Partner Ecosystem

Impact Level	High	Low	Low
Overall Impact Level	High		
Data Classification Label	Restricted		

<b>Client Source Data</b>			
Client Source Data includes: <ul style="list-style-type: none"> <li>raw data extracted from the Sources</li> <li>data derived from the matching algorithm</li> <li>all configurations on Data Sources</li> </ul>			
<b>Information Types</b>			
Customers	List of customers of the client		
Prospects	List of prospects of the client		
Encrypted Contacts	Encrypted Contact data contained in the data sources, including emails and phones		
Opportunities	Opportunity data contained in the data sources, including amount and status		
Sales Employees	First name, last name, email, phone of Sales Employees		
Security Objectives	<b>Confidentiality Impact</b>	<b>Integrity Impact</b>	<b>Availability Impact</b>
Impact Description	The loss of confidentiality about source data could lead to unauthorized access to partners or even competitors.	The loss of integrity would lead to false information about the Client's Partner Ecosystem	The loss of integrity would lead to lack of information the Client's Partner Ecosystem
Impact Level	Moderate	Low	Low
Overall Impact Level	Moderate		
Data Classification Label	Confidential		

<b>User Profile Data</b>			
User Profile Data describe a user in the System.			
<b>Information Types</b>			
Names	First name, Last name		
Contact Information	Professional email and / or phone		
Job Position	Role, Experience, Job Title		
Security Objectives	<b>Confidentiality Impact</b>	<b>Integrity Impact</b>	<b>Availability Impact</b>
Impact Description	The loss of confidentiality about user data could expose Sharework and Client to compliance issue about personal data.	The loss of integrity could lead to misleading users, in particular administrators, about roles and privileges in the system.	
Impact Level	Moderate	Moderate	N/A
Overall Impact Level	Moderate		

Data Classificati on Label	Confidential
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