

## Data Classification Policy

### PURPOSE

The purpose of this data classification policy is to provide a system for protecting information that is critical to NetFM and their Clients.

All employees are expected to familiarise themselves with this data classification policy and to consistently use it.

### POLICY

NetFM's data classification system has been designed to support the "need to know" principle, so that information may be protected from unauthorised disclosure, use, modification and deletion.

Consistent use of this data classification system will protect internal and confidential information and help keep the costs of information security to a minimum.

Without the consistent use of this data classification system, NetFM unduly risks loss of customer relationships, loss of public confidence, internal operational disruption, excessive costs and/or competitive disadvantage.

**Any employee failing to adhere to this policy – or found to be in direct breach of this policy – may be subject to disciplinary action, up to and including termination of employment.**

- A. This data classification policy is applicable to all information in the NetFM's possession. Example information such as client records, confidential information from suppliers, business partners and others are protected under this data classification policy. No distinctions between the word "data", "information", "knowledge," and "wisdom" are made for purposes of this policy.
  
- B. For consistent protection, information must be consistently protected throughout its life cycle, from its origination to its destruction. Information must be protected in a manner commensurate with its sensitivity, regardless of where it resides, what form it takes, what technology was used to handle it, or what purpose(s) it serves. Although this policy provides overall guidance, to achieve consistent information protection, workers will be expected to apply and extend these concepts to fit the needs of day-to-day operations.

- C. To be consistent in handling information, NetFM's data classification policy uses the following different classification labels:

**C1: Public.**

This classification applies to information that is available to the general public and intended for distribution outside the organisation. This information may be freely disseminated without potential harm.

Examples include product and service brochures, advertisements, job opening announcements and press releases.

**C2: Private - Internal Use Only.**

This classification applies to all other information that does not clearly fit into the other classifications. The unauthorised disclosure, modification or destruction of this information is not expected to seriously or adversely impact the organisation, its patients, its employees, or its business partners.

Examples include the company telephone directory, new employee training materials and internal policy manuals.

**C3: Confidential.**

This classification applies to information that is intended for use within NetFM and that is – or may be considered as – confidential to the company and/or its clients.

Its unauthorised disclosure could adversely impact the organisation, its clients, its employees and its business partners. Information that some people would consider private is included in this classification.

Examples include client information, information about NetFM applications and their integration with client systems, appointment schedules, client contact records, financial data, purchasing information and contract information.