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**INFORMATION CLASSIFICATION POLICY**

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| **Date** | **Version** | **Created by** | **Description of change** |
|  | 0.1 | 27001Academy | Basic document outline |
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# Purpose, scope and users

The purpose of this document is to ensure that information is protected at an appropriate level.

This document is applied to the entire Information Security Management System (ISMS) scope, i.e. to all types of information, regardless of the form – paper or electronic documents, applications and databases, people's knowledge, etc.

Users of this document are all employees of [organization name].

# Reference documents

* ISO/IEC 27001 standard, clauses A.5.9, A.5.10, A.5.12, A.5.13, A.5.14, A.7.10, A.8.3, A.8.5, A.8.11, and A.8.12
* Information Security Policy
* Risk Assessment and Risk Treatment Report
* Statement of Applicability
* Inventory of Assets
* List of Legal, Regulatory, Contractual and Other Obligations
* Incident Management Procedure
* [Security Procedures for IT Department] / [Disposal and Destruction Policy]
* IT Security Policy

# Classified information

## Steps and responsibilities

Steps and responsibilities for information management are the following:

…

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