

LINK GROUP STANDARD – INFORMATION CLASSIFICATION

INTRODUCTION

This document defines the Link Group standard for information classification.

In order to preserve information confidentiality, integrity and availability, users of the information need to understand how important each asset is and to apply the appropriate handling instructions.

Information classification is designed to promote wider sharing of information, as well as ensuring that sensitive information is identified as requiring a higher level of security protection.

Under-classification of sensitive information could have serious consequences (for example sensitive data might be intercepted if not adequately protected in transmission). Conversely, over-classification can be damaging in terms of efficiency and missed opportunities for knowledge sharing, as well as undermining the credibility of the classification system.

STANDARD DEFINITIONS

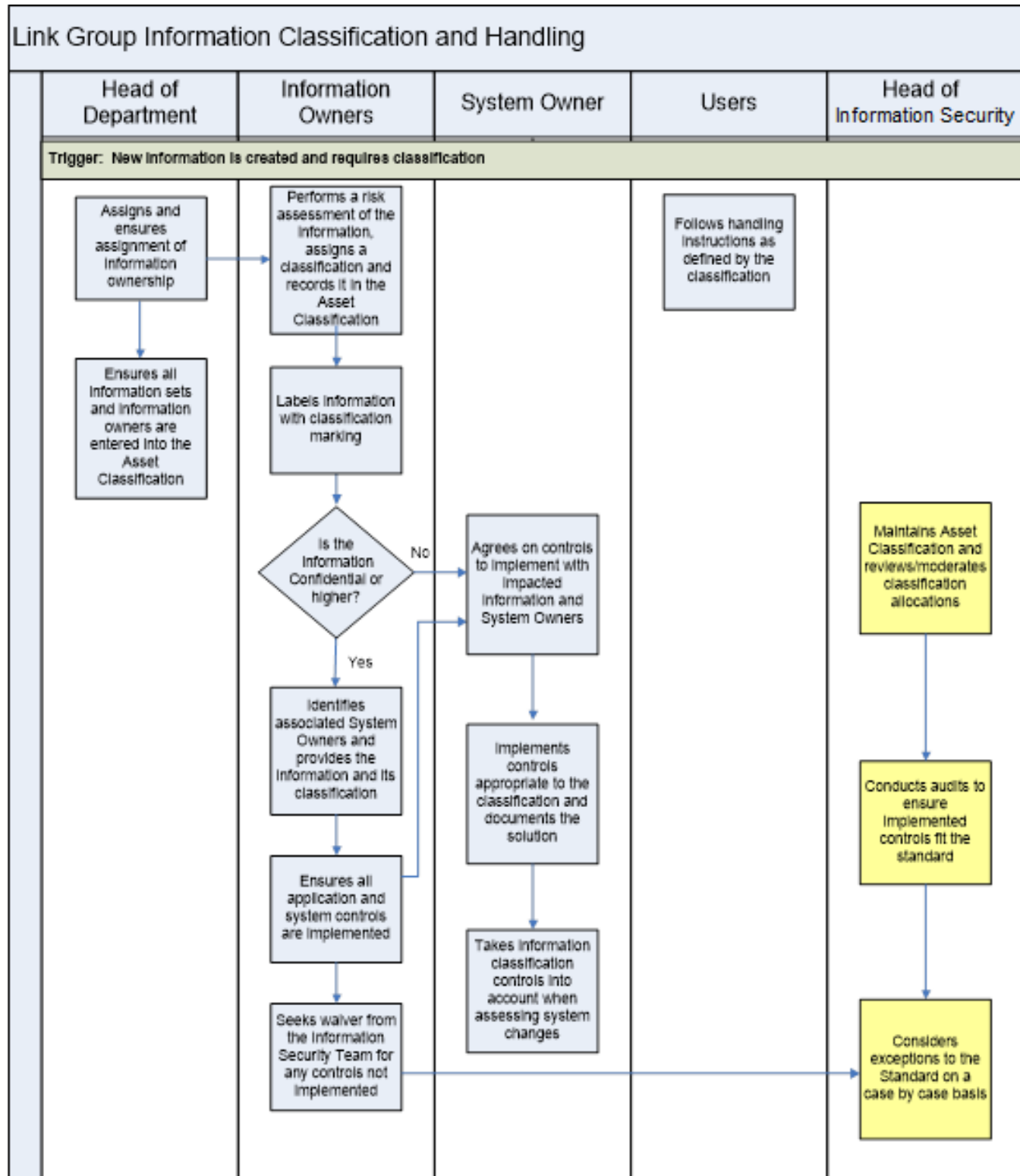
Information Classification Scheme

Classification	Description	Examples
PRIVILEGED	Information which, if made available to unauthorised persons or the marketplace is likely to harm the Link Group’s strategic plans, public confidence in the business or the brand or ability to meet regulatory and professional obligations.	<ul style="list-style-type: none"> • Board documents • Profit forecasts • Customer lists • New product proposals
CONFIDENTIAL	Information provided to Link Group in confidence; the disclosure of which to unauthorised persons or the marketplace is likely to adversely affect public confidence in the business or the brand, or Link Group’s capacity to meet its regulatory, privacy and professional obligations.	<ul style="list-style-type: none"> • Personal information • Application source code • Business process documentation • Incident reports
PUBLIC	Information developed, handled and stored by Link Group that has value but may be in the public domain, has only limited restrictions about it, or would not damage the company if it were to pass deliberately or accidentally into the public domain.	<ul style="list-style-type: none"> • Product brochures • Market announcements • Press releases

STANDARD EXCEPTION

If the information or document is not specifically labelled with any of the above classification schemes it is therefore treated as public and/or unrestricted.

STANDARD FLOW DIAGRAM



DOCUMENT CONTROL

Last Review	Date	By	Next review
	2019-03-20	Lance Torrance	December 2019
Change Log	Date	By	Description
	2013-01-04	Michael Burke	Initial version.
	2013-06-09	Dave Cowan	updated
	2014-03-31	Dave Cowan	Updated with a new classification – limited audience
V 2.0	2014-12-04	Dave Cowan	Updated
V 2.1	2015-12-30	Dave Cowan	Annual Review
V 2.2	2016-12-30	Lance Torrance	Annual Review
V 2.3	2017-12-30	Lance Torrance	Annual Review
V 2.4	2018-12-28	Lance Torrance	Annual Review
V 2.5	2019-03-20	Lance Torrance	Align Standard to classifications within the Policy and LAS definitions, removing the Limited Audience classification.