

Reading free Data handling guidelines (PDF)

these procedures outline the minimum level of protection necessary when performing certain activities based on the classification of the information being handled classification is necessary to understand which security practices should be used to protect different types of information guiding principles for handling sensitive data 1 for all categories except green the user must take precautions to keep the data from unauthorized access best practice for sensitive data is to always choose a more secure storage zone and use encryption if possible the following table is provided to help members of the unc charlotte community make decisions about appropriate data handling for classification levels 0 through 2 data belonging to multiple classification levels must be treated according to the highest level of sensitivity in order to protect this data from many types of risk and in order to support legal and regulatory requirements these guidelines describe the technical and operational controls required for minimizing the risks associated with each level of data classification 21 recommended practices for defining data classifications and data handling rulesets and for 22 communicating them to others this project will inform and may identify opportunities to 23 improve existing cybersecurity and privacy risk management processes by helping with 24 communicating data classifications and data handling rulesets responsible data handling means applying ethical principles of transparency fairness and respect to how we treat the data that affects people s lives it can protect our privacy and autonomy and build the trust needed for digital innovation to flourish in ways that benefit everyone a data security policy is a set of guidelines rules and standards organizations establish to manage and protect their data assets it provides a framework for ensuring that data is handled stored transmitted and accessed in a way that maintains its confidentiality integrity and availability the following table is provided to help members of the unc pembroke community make decisions about appropriate data handling for classification levels 0 through 3 data must be treated according to the highest level of sensitivity please refer to the table below to learn more about each category s operational impact examples of such data and gu approved methods of handling the data printable data handling pdf new window abstract as part of a zero trust approach data centric security management aims to enhance protection of information data regardless of where the data resides or who it is shared with a data handling policy is a set of rules for employees to follow when working with data it is designed to complement a data protection policy which is a security policy created to monitor and manage an organization s data data handling refers to the process of managing storing manipulating and accessing data in various formats it encompasses a wide range of activities from collecting raw data to processing and analyzing it for meaningful insights data classification guide data handling guide the front side of the information security quick reference guide provides examples for data classification levels the reverse side of the guide provides handling instructions for sending sharing storing and disposing of data at various classification levels example course catalog sensitive information whose

access must be guarded due to proprietary ethical or privacy considerations this classification applies even though there may not be a civil statute requiring this protection example fixed asset details paid electronic or paper admissions applications policy statement this policy states the guiding principles for information stewardship and a framework for classifying and handling confidential information and applies to all members of the bryn mawr college community secure data handling policy version 1.4 for students faculty staff guests alumni purpose the purpose of this policy is to ensure the protection of the university's resources against unauthorized use accidental or malicious damage and theft scope responsible data handling co-exists with data protection rules and is a guide on how to act when these rules do not exist or are patchy or in situations the rules did not anticipate however should we do this can be a question that organisations need help to answer a data classification schema provides a framework for organizing data based on its sensitivity or the level of protection it needs here's how it works identify the data this is the initial step where all data types and locations are identified this could include customer data sales records emails etc spread across different platforms the project focuses on data classification in the context of data management and protection to support business use cases the project's objective is to define technology agnostic recommended practices for defining data classifications and data handling rulesets and communicating them to others data handling requirements university data is classified in three categories of risk levels low medium and high all data must be handled according to its risk classification and compliant with the minimum security standards for internal or external hosting storage and transmission

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responsible data handling policy brief en final 20190524 Jan 11 2023 responsible data handling co exists with data protection rules and is a guide on how to act when these rules do not exist or are patchy or in situations the rules did not anticipate however should we do this can be a question that organisations need help to answer

data classification schema best data handling strategies Dec 10 2022 a data classification schema provides a framework for organizing data based on its sensitivity or the level of protection it needs here's how it works identify the data this is the initial step where all data types and locations are identified this could include customer data sales records emails etc spread across different platforms

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classified in three categories of risk levels low medium and high all data must be handled according to its risk classification and compliant with the minimum security standards for internal or external hosting storage and transmission

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