

Sample data classification worksheet

This matrix shows one way you might go about grouping various types of data and assigning value to it.

Data set Identifier	Data security					Data availability					Data integrity				User satisfaction			Compliance/conformance*																	
	C	S	P	E	A	A	B	C	D	E	Recovery		Backups		Archiving frequency	SLA exists?	Performance	Availability	Internal corporate guidelines				Regulatory guidelines												
											24+	24	8H	C	W	D	H	C				Rule 101	Rule 102	Rule 123	Rule 123a	HIPAA	SOX	FERPA	BASEL II						
payables.db	x			x	x		x						x			x			Monthly	Y	ok	ok	x								x				
receivables.db	x			x	x	x								x					Monthly	Y	slow	ok	x								x				
Exchange	x			x	x									x				x	CDP	Y	ok	ok									x				
MP3s on svr 1			x							x	x								Never	N	ok	ok													
MP3s in MKT1		x			x					x			x				x		Monthly	N	ok	ok			x										
Svr-bio3	x			x	x			x				x			x			x	Bimonthly	Y	ok	ok	x			x	x	x	x	x		x			x

KEY

Security	Availability	Recovery (RTO)	Backups (RPO)
C: Confidential	A. 99.999%	24+ More than one day	W Weekly
S: Sensitive	B. 99.9%	24 Within one day	D Daily
P: Public	C. 99%	8H Within 8 hours (one shift)	H Hourly
E: Requires encryption	D. 95%	C Continuously recoverable*	C Continuous*
A: Requires authentication	E. <95%	*Typically requires continuous data protection (CDP) software	