

# Data Classification Policy

IT & Tech Compliance

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

## Background

Drafts a data classification policy — tiers (Public/Internal/Confidential/Restricted) with examples and handling, storage, sharing and retention rules — for your organisation. Use this for classification; for records of processing use the RoPA Builder.

## Purpose of this tool & output

Define data tiers and handling rules

## How the output is used

Adopt the data-classification policy to define data tiers and the handling rules for each tier.

## Who receives it

Approved by management/the DPO; applies to all staff who handle company or customer data.

## Important cautions

AI-generated draft; align with DPDPA/contractual obligations.

## Companion documents

- IT Policy Library Generator
- Acceptable Use Policy
- Password / Access Policy
- BYOD / Device Policy
- Backup / Retention Policy
- Change Management Policy

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.