

State of South Carolina

Data Classification Training



April 2014

Agenda

Module 1 – Understanding Data Classification

Module 2 – Populating a Data Inventory

Module 1 – Understanding Data Classification

State of South Carolina Data Classification Schema

What data classification levels do we use?

In this part, we will be using the State's *Data Classification Schema*.

Public

Information intended or required for sharing with the public

- Brochures
- Press releases
- Website material

Internal Use

Non-sensitive information that is used in daily operations of an agency

- Work phone numbers
- Policies
- Interagency communication

Confidential

Sensitive information in use by an agency

- Information security plans
- Personally Identifiable Information (PII)

Restricted

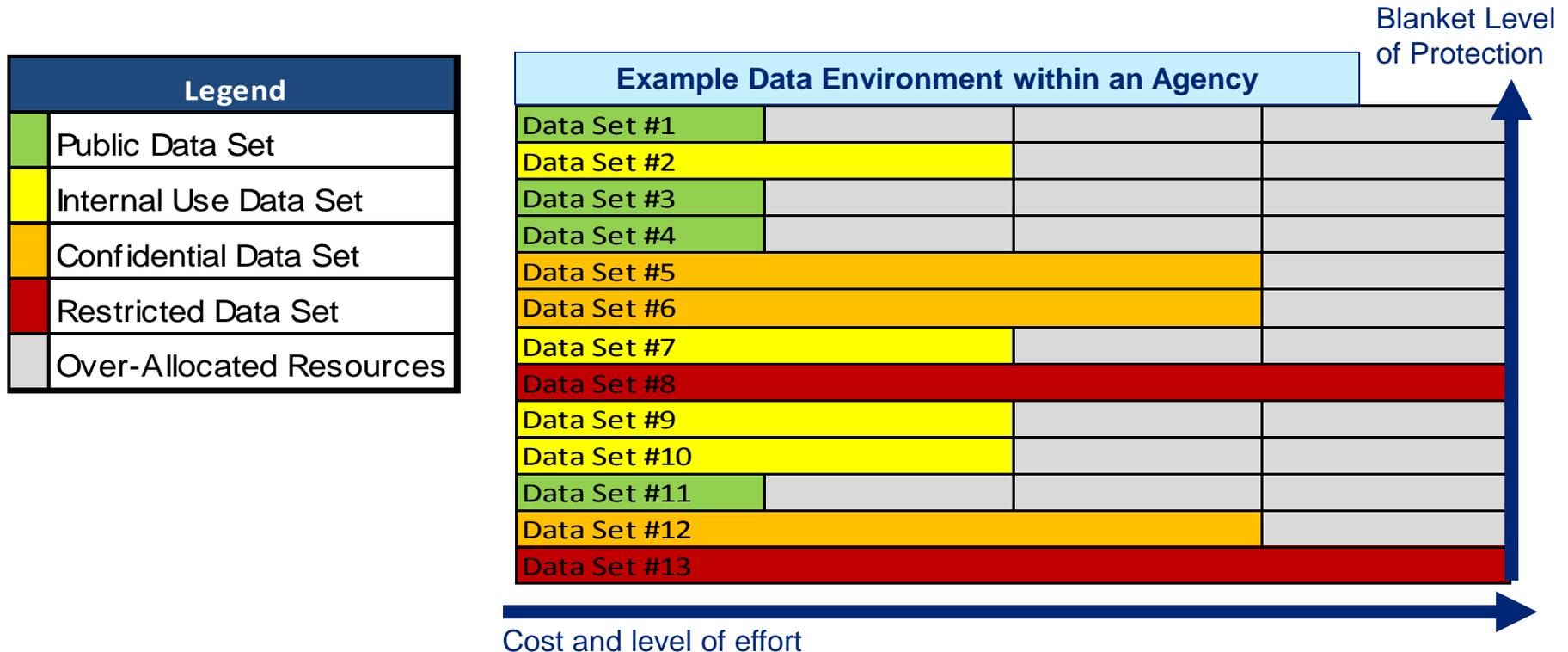
Highly sensitive information protected by statutory penalties

- Data received from the Internal Revenue Service (IRS)
- Personal Health Information (PHI)

Data Classification Importance

Why Not Protect Everything?

In this example, an agency decided to protect all data as “Restricted”. If an Agency treats all data within an environment as “Restricted”, that Agency’s efforts will result in an alarming amount of over-allocated resources.



Applying the *Data Classification Schema*

How can I apply the *Data Classification Schema*?

Business process owner has the following tools to facilitate the data classification process:

1. Data Classification Decision Tree
2. Potential Impact Table

Example Scenario:

While populating the Data Inventory, a HR business process owner accesses an agency application, PATT, that contains Social Security Numbers (SSNs) and full names that were received from the IRS.

Is this information Public, Internal Use, Confidential, or Restricted?

- Business Process: HR Onboarding
- What: SSNs and full names
- Where: PATT
- From Where: IRS

Public

?

Internal Use

?

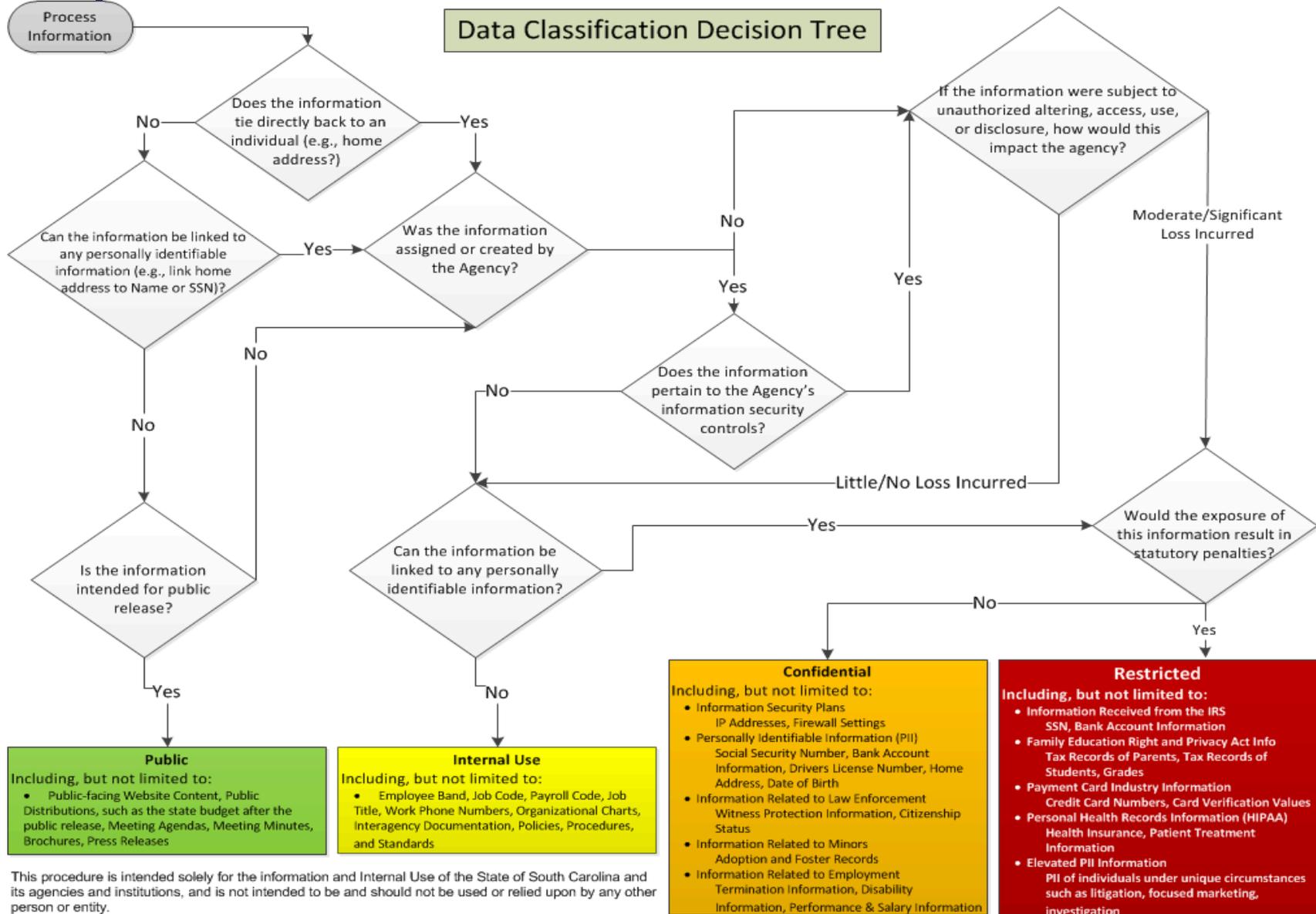
Confidential

?

Restricted

?

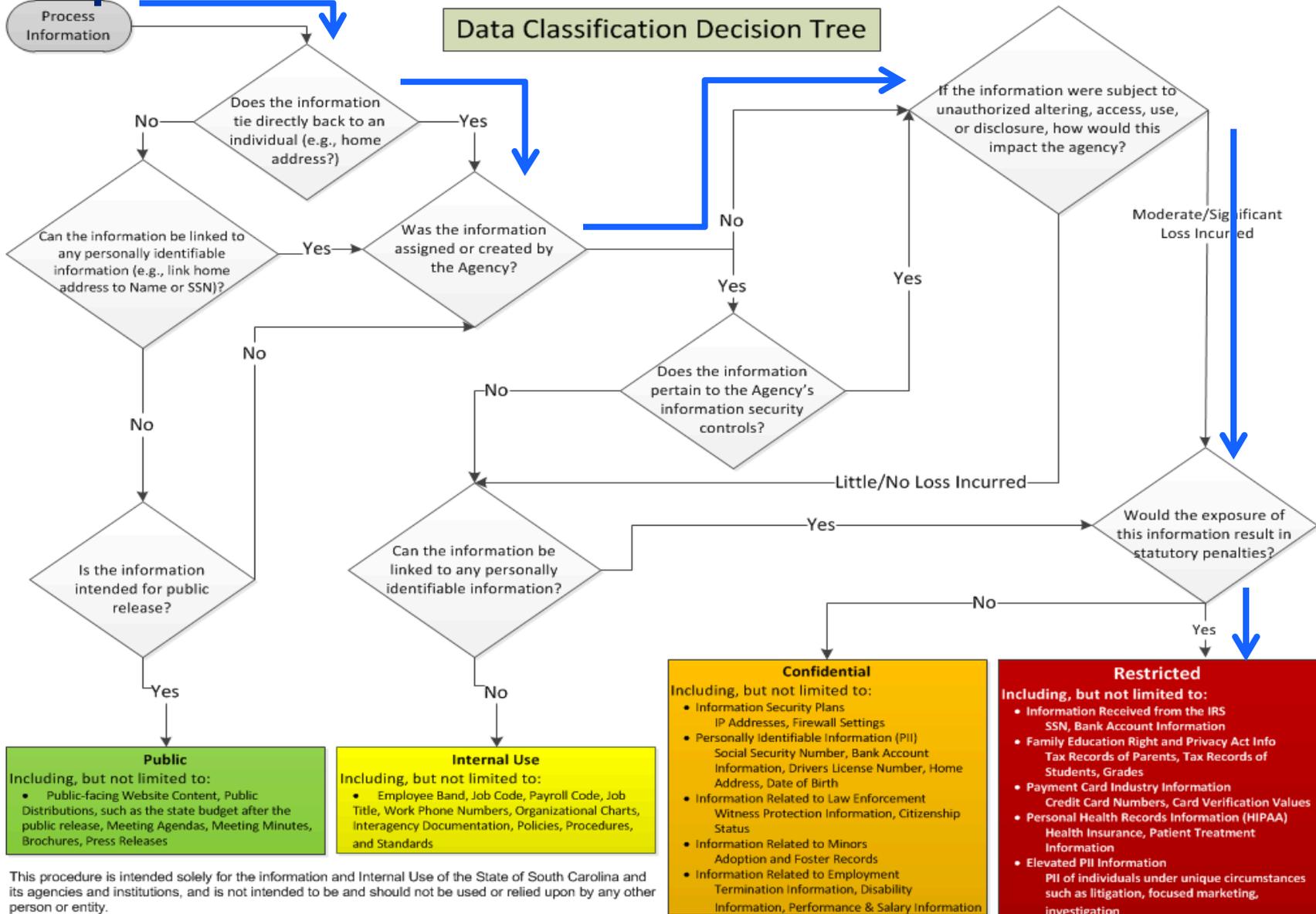
Step 1: Data Classification Decision Tree



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Step 1: Data Classification Decision Tree



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Step 2: Potential Impact Table

Consider the potential impact of three scenarios

The second step in this process is to confirm the data classification assignment by using the table below.

Question to Ask	
Financial Impact	What would the potential financial impact be if this information were compromised?
Reputational Impact	What would the potential reputational impact be if this information were compromised?
Operational Impact	What would the potential operational impact be if this information were compromised?

Potential Answers		
High	Moderate	Low
If you answered any of the above questions with: “a <u>severe</u> or <u>catastrophic</u> adverse impact”	If you answered any of the above questions with: “a <u>serious</u> adverse impact”	If you answered any of the above questions with: “a <u>limited</u> adverse impact”

Data Classification Schema Review

Example Scenario Review: The data should be classified as Restricted because of the following:

- From IRS (source carries statutory penalties)
- PII (social security number tied to a name)
- Critical to business process

Example Scenario Answer:

Restricted

Highly sensitive information in use by an agency and protected by statutory penalties if disclosed in an unauthorized manner. Examples of restricted data include personal health records, Social Security Numbers, & data protected by the IRS Publication 1075

Module 2 – Populating a Data Inventory

Data Inventory Preparation – Establish a Governance Model

Why Establish a Governance Model?

A governance model communicates to all parties involved the various roles and responsibilities.

Role	Requirement	Responsibility
Data Champion	<ul style="list-style-type: none"> • Leadership position • Understanding of information security principles 	<ul style="list-style-type: none"> • Identify Business Processes to complete inventory • Oversee business aspects of the Data Inventory • Promote data management best practices
Business Process Owner	<ul style="list-style-type: none"> • In-depth knowledge of a business process 	<ul style="list-style-type: none"> • Complete the Data Inventory • Classify the systems
Data Inventory Quality Assurance Team	<ul style="list-style-type: none"> • Attention to detail • Understanding of the Data Classification Schema 	<ul style="list-style-type: none"> • Review, standardize, and finalize all completed Data Inventories

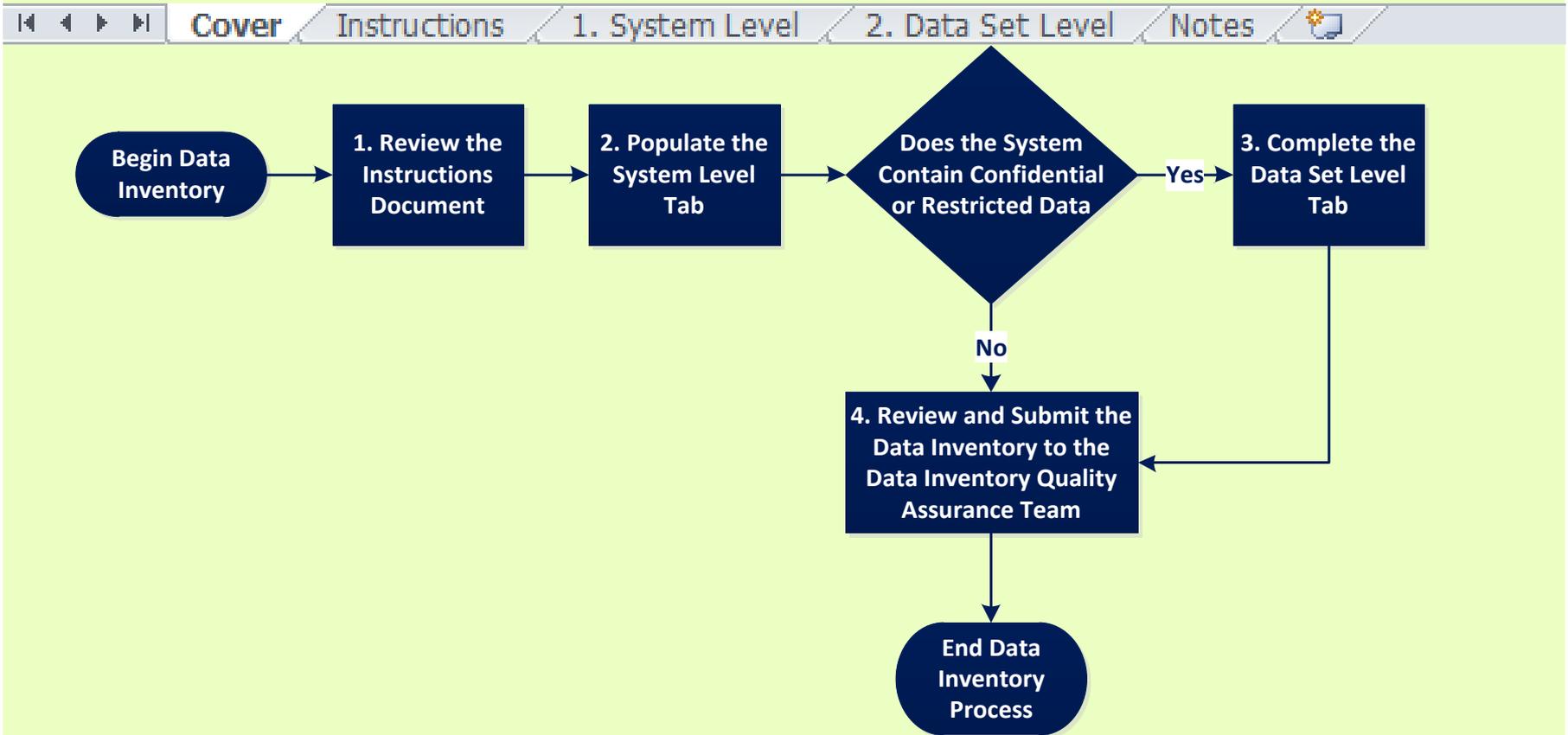
NOTE: Please keep in mind that it is not necessary to create a new position within an agency.

Populating the Data Inventory

What about an Asset Inventory?

Populating a Data Inventory compliments the Asset Inventory that many agencies are in the process of completing by expanding on the Information and Software Assets.

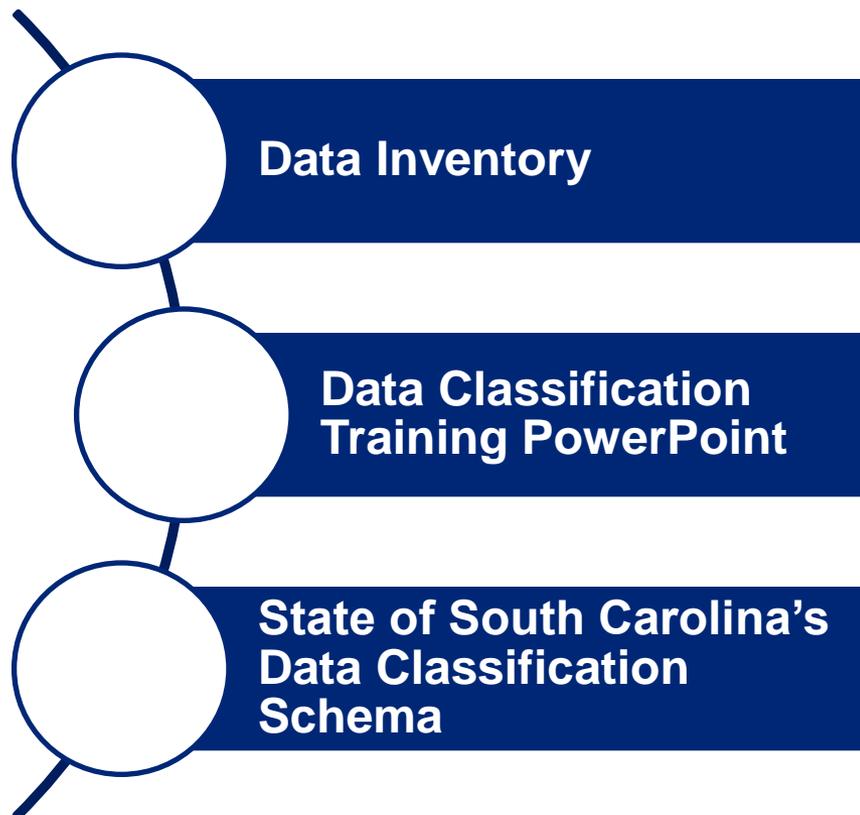
How do we fill out the Data Inventory?



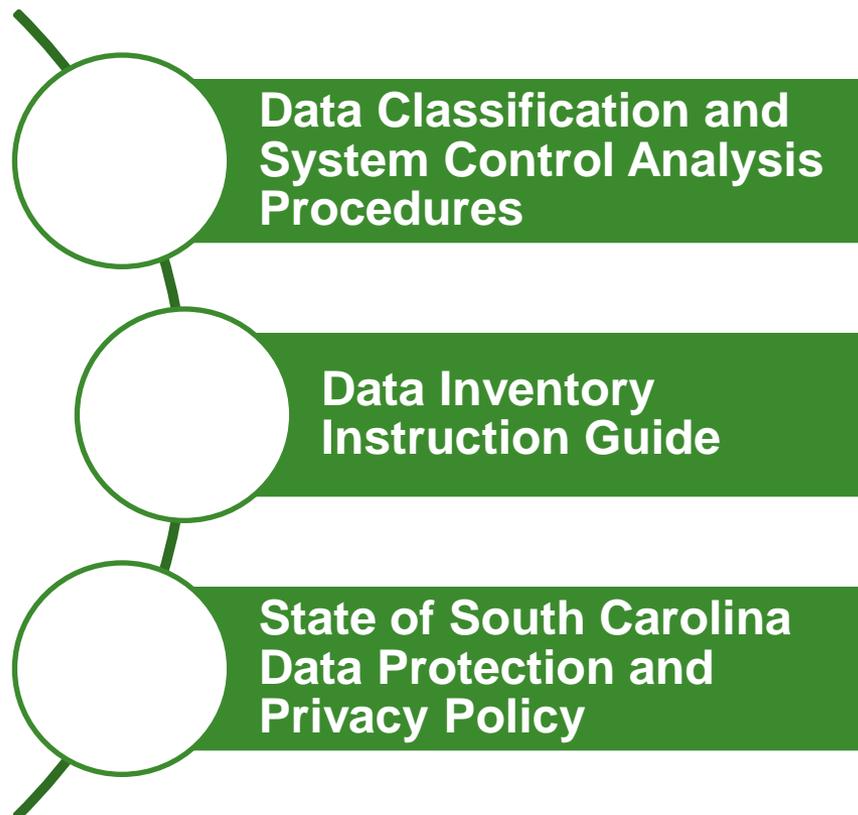
Populating the Data Inventory

What resources are available to help agencies identify and classify data?

Covered in this presentation:



Complimentary Material & Next Steps:



Conclusion