



Data classification policy

Guidance surrounding the classification of documents.

Type	Description	Examples (not an exhaustive list)
Restricted	<p>Information and data that should only be shared with specific individuals due to its sensitivity or because of a legal requirement under law to protect that data.</p> <p>This information should never be downloaded/communicated or transferred outside of the charity's systems.</p> <p>This information should never be shared without the consent of the data owner/data owners.</p>	<ul style="list-style-type: none"> • Personal information of trustees, volunteers, employees, suppliers, partners or contacts. E.g. email addresses, dates of birth and bank details. • Financial account numbers. E.g. charity bank account numbers, sort codes and long card numbers. • Financial information
Confidential	<p>Information and data that should only be shared with individuals who have a specific business reason to have access to the information or data.</p> <p>This information should not be downloaded/transferred outside of the charity's system.</p>	<ul style="list-style-type: none"> • Emails • Confidential internal memos, and non-public reports • Internal / Unpublished documents • Non-public contacts • Fundraising data including non-public gift amounts • Receipts
Internal (Default)	Information and data that is intended to only be shared within the organisation or with specific third parties.	<ul style="list-style-type: none"> • Non-public resources
Public	Information and data that can be or is shared outside the organisation and with the general public.	<ul style="list-style-type: none"> • Public policies • Published documents