



# DATA Classification Worksheet Training

State of Ohio Administrative Policy IT-13



## Agenda

- Data Classification Worksheet Instructions
  - Data Classification Worksheet
- 

## Data Classification Worksheet Instructions

*The purpose of this worksheet is to gather information necessary to classify and label agency data.*

**Please fill all of the data fields listed on the sheet.**

<b>System/Asset</b>	Document dataset(s), sequential files, data field(s), security matrix, external data feeds, etc. (attach listing if appropriate; large systems – list generic naming convention/qualifier)
<b>Data Owner</b>	Who owns the data or is responsible for the data?
<b>Data Custodian</b>	Who is responsible for maintaining and conducting the data classification?
<b>Contributors</b>	Who assisted in classifying the data from Business, Legal and IT?

### Under the System Description Section:

<b>Business Function:</b>	System or asset purpose.
<b>Data Contained on System:</b>	Overall data on system.

### Under the Data Types Section:

This area will define the overall data classification recommendation based on agency defined data types and the levels assessed for confidentiality, integrity and availability whether they are low, moderate or high.

**Provided below are examples of certain data types, the levels of low medium or high for each category of confidentiality, integrity and availability are to be determined by agency.**

Once data types are determined, the agency will assign the classification level by typing the data type in the appropriate block for confidentiality, integrity and availability whether they are low, moderate or high. This will change the levels in the Data Classification Recommendations section.

Health & Medical	Financial	Contingency Planning
Contingency of Operations	Education	Emergency Response
Criminal Justice	Energy Supply	Information Management
Information Security	Infrastructure protection	Payments
Education	Permits & Licensing	State Vendor Information
Federal Tax Information	Confidential Personal Information	Security Management
System & Networking Monitoring	Training and Employment	

### Under the Data Classification Recommendations Section:

<b>Confidentiality Recommendation:</b>	This provides the recommended confidentiality level based on applied data types in the data types section.
<b>Criticality Recommendation:</b>	This provides the recommended criticality level based on applied data types in the data types section.

### Under Agency Modified Data Classification Section:

This section the agency has the option to override the overall recommended data classification levels for confidentiality and criticality, but must provide explanation for data classification modification from original recommendation if it was required.

Data Classification Worksheet		
The purpose of this worksheet is to gather information necessary to classify and label agency data. Please fill in any information you can supply.		
<b>System / Asset</b>	Education Finance System	
<b>SYSTEM/ASSET:</b> Document dataset(s), sequential files, data field(s), security matrix, external data feeds, etc. (attach listing if appropriate; large systems – list generic naming convention/qualifier)		
<b>Data Owner</b>	John Doe, Business Operations	
<b>Data Custodian</b>	Jane Dane, Business Operations	
<b>Contributors</b> (Provide Name & Professional Area)		
Frank Legal, Council	Marty Business, Education Programs	Ernie IT, Information Technology
<b>System Description</b>		
Business Function:	Tracks Student Higher Education Costs Data	
Data Contained on System:	Personally Identifiable Information (PII) Student Loans, SSN, Address	
<b>System Information Types</b>		
Confidentiality	Criticality	
	Integrity	Availability
Confidentiality High	Integrity High	Availability High
Confidentiality Moderate	Integrity Moderate	Availability Moderate
PII Data	PII Data	PII Data
Confidentiality Low	Integrity Low	Availability Low
<b>Data Classification Recommendations</b>		
<b>Confidentiality Recommendation:</b>	<b>Moderate</b>	
<b>Criticality Recommendation:</b>	<b>Moderate</b>	
<i><b>If it is determined the recommended data classification is not sufficient, please select below:</b></i>		
<b>Agency Modified Data Classification</b>		
<b>Confidentiality Level</b>		
High <input type="text"/>	<b>High</b>	
<b>Criticality Level</b>		
Moderate <input type="text"/>	<b>Moderate</b>	
Please provide explanation below for data classification modification from original recommendation if it was required:		
The system should have a Criticality Level of High due to the importance of integrity.		
<b>Data Owner Approval</b>		
Data Owner Signature:	John D. Doe	Date: 01/13/1900

## Questions?



Ohio Department of Administrative Services  
30 East Broad Street, 19th Floor  
Columbus, Ohio 43215  
614.644.9391 | [state.isp@das.ohio.gov](mailto:state.isp@das.ohio.gov)

Source: State of Ohio Administrative Policy IT-13 and FIPS-199

State of Ohio Administrative Policies may be found online at  
[www.das.ohio.gov/forStateAgencies/Policies.aspx](http://www.das.ohio.gov/forStateAgencies/Policies.aspx).