

# Data classification policy

Guidance surrounding the classification of documents.

	Type	Description	Examples (not an exhaustive list)
	Restricted	<p>Information and data that <b>should only</b> 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 <b>should never</b> be downloaded/communicated or transferred outside of the charity's systems.</p> <p>This information <b>should never</b> be shared without the consent of the data owner/data owners.</p>	<ul style="list-style-type: none"> <li>• Personal information of trustees, volunteers, employees, suppliers, partners or contacts. E.g. email addresses, dates of birth and bank details.</li> <li>• Financial account numbers. E.g. charity bank account numbers, sort codes and long card numbers.</li> <li>• Financial information</li> </ul>
	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 <b>should not</b> be downloaded/transferred outside of the charity's system.</p>	<ul style="list-style-type: none"> <li>• Emails</li> <li>• Confidential internal memos, and non-public reports</li> <li>• Internal / Unpublished documents</li> <li>• Non-public contacts</li> <li>• Fundraising data including non-public gift amounts</li> <li>• Receipts</li> </ul>
	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"> <li>• Non-public resources</li> </ul>
	Public	Information and data that can be or is shared outside the organisation and with the general public.	<ul style="list-style-type: none"> <li>• Public policies</li> <li>• Published documents</li> </ul>