

Data Classification and Handling

IT SECURITY POLICY

8110

Purpose:

Provide a framework for the protection of data that is created, stored, processed or transmitted by state agencies.

Why it's important:

It's the foundation for the specification of policies, procedures and controls necessary for the protection of confidential data.

Target audience:

Any personnel who handle confidential information

Overview:

- All data created, stored, processed or transmitted on state information systems shall be classified as either confidential or public, according to the impact to the state or citizens resulting from the disclosure, modification, breach or destruction of the data.
- Confidential data shall be protected from unauthorized disclosure based on applicable laws and regulations. Examples of confidential data include system security parameters and vulnerabilities, health information, financial account data, criminal justice information, personal identifying information, taxpayer information, vehicle information, bank records, attorney-client privileged information and trade secrets.
- Confidential data shall be handled, moved or transmitted only by persons with authorized access and will be protected from unauthorized disclosure.
- Public data may be released to the public and requires no additional levels of protection from unauthorized disclosure.



All confidential data shall be protected from unauthorized disclosure.



External transmission of confidential data shall be encrypted through link or end-to-end encryption.



Confidential data shall not be discussed outside of controlled areas when visitors not authorized to hear confidential data are present.



Unauthorized movement of confidential data from controlled areas is prohibited.



All confidential data shall remain in a controlled environment or in the employee's physical control.



All confidential data being hand-carried shall be kept with the individual and protected from unauthorized disclosure.

For more information about this IT Security Policy, contact SecurityPolicies@azdoa.gov.