

Protection of Proprietary Information



Protection of Proprietary Information (POPI) Information Classification Table

POPI Classification of Information	Type of Information	Classification Responsibility	Instructions for Use
General Business Information	Information that is owned by our business that is not otherwise classified. (e.g. a copyrighted brochure.)	Assigned by the person creating or gathering the information.	<p>WHO: All those with a legitimate business need for the information.</p> <p>MARKING: No special requirements.</p> <p>HANDLING: No special precautions.</p> <p>DISTRIBUTION: Any appropriate method.</p> <p>DESTRUCTION: No specific requirements.</p>
iCST Internal Use Only	Information that could benefit our competitors at our expense. (e.g. a phonebook or internal memo)	At a minimum, must be assigned by the person who created or collected the information.	<p>WHO: Anyone with a need to know.</p> <p>MARKING: “iCST Internal Use Only” on the first page.</p> <p>HANDLING: Keep in control.</p> <p>DISTRIBUTION: Approved E-Mail or electronic file transfer system.</p> <p>DESTRUCTION: Ensure non- iCST staff cannot acquire material.</p>
iCST Confidential Proprietary	Information that has a significant value to the company (e.g. financial statements, proposals)	At a minimum, must be set by the department manager of the organization creating and managing the information.	<p>WHO: Need to know, requires a confidentiality agreement. (NDA)</p> <p>MARKING: “iCST Confidential Proprietary” on every page.</p> <p>HANDLING: Keep in possession or locked.</p> <p>DISTRIBUTION: Approved E-Mail or electronic file transfer systems with access control. (Encrypted with PGP)</p> <p>DESTRUCTION: Shred or place in secure document receptacles.</p>
iCST Registered Secret Proprietary	Information that is most sensitive in nature. (e.g. trade secrets, business roadmaps)	At a minimum, must be set by a Director-level or higher executive of the organization creating and managing the information.	<p>WHO: Need to know, requires a confidentiality agreement; access determined by a Vice President.</p> <p>MARKING: “iCST Registered Secret Proprietary” on every page.</p> <p>HANDLING: Keep in possession or locked.</p> <p>DISTRIBUTION: Secure electronic systems with access control and encryption.</p> <p>DESTRUCTION: Return to originator.</p>