

INFORMATION CLASSIFICATION STANDARD

1. Purpose

The purpose of this Standard is to provide a system for protecting information that is critical to the organization and its customers.

2. Scope

This Standard applies to any individual or process that accesses, uses, or manages Information that is owned or protected by Wayland Baptist University.

Information Security Standards support Information Security Policy and are not intended to replace or supersede said policy.

3. Roles and Responsibilities

3.1. Information Owners: Individuals accountable for the Information generated by their business processes. Information Owners are knowledgeable about how the information is acquired, transmitted, stored, deleted, and otherwise processed.

- Information Owners determine the appropriate value and classification of information generated by the owner or department.
- Information Owners must communicate the information classification to the receiving party when the information is released outside of the department and/or Wayland Baptist University.
- Information Owners control access to their information and must be consulted when access is extended or modified.
- Information Owners shall communicate the information classification to Information Custodians (see below) so that they may provide the appropriate levels of protection.

3.2. Information Custodians: Individuals accountable for maintaining the protection of Information according to the information classification associated to it by Information Owners and bestowed with administrative/management rights authorized by senior leadership to fulfill their responsibilities.

3.3. Users: individuals

