INFORMATION CLASSIFICATION FLOW CHART

This Flow Chart should be used to help determine which classification each piece of information should be classified as. Note that it is possible for one piece of information or document to have different classifications throughout its life time. For instance commercially sensitive information may become less sensitive over time.

Where one set of information contains a range of information, such as a database, the highest classification should be applied to the whole set of information.

Is the information for public use

Yes → Treat as **Non-Sensitive/Open**

No → Are individuals identifiable from the information?

Yes → Is the information personal, sensitive or both?

Personal only → Treat as **Personal - Confidential**

Sensitive/Sensitive & Personal → Treat as **Highly Sensitive**

No → Is the information business sensitive, confidential or both

Yes → Is the information business sensitive, confidential or both?

No → Treat as **Non-Sensitive/Open**

Confidential → Treat as **Personal - Confidential**

Sensitive/Confidential & Sensitive → Treat as **Highly Sensitive**