PURPOSE
To outline the standards for classifying, labelling, and handling of all recorded information within (or under the control of) New Brunswick Community College (NBCC).

The information security classification provides three classification levels that include public, internal, or confidential to ensure the appropriate level of protection to recorded information.

This guideline aligns with the NBCC’s Information Security Management Systems Policy (Policy 2808) and approved by management for ISO 27001:2013.

SCOPE AND LIMITATIONS
Applies to all recorded information, regardless of format throughout the New Brunswick Community College.

1.0 DEFINITIONS
Record and Recorded information (from the Archives Act and in the RIM policy as a definition)

Correspondence, memoranda, forms and other papers and books; maps, plans and charts; photographs, prints and drawings; motion picture films, video tapes; sound recordings, magnetic tapes, optical disks, microfilm and electronic images, email, electronic and all other machine-readable records, information derived from records in electronic and machine-readable form; and all other documentary materials regardless of physical form or characteristics.

2.0 ARTIFACT
2.1 Classification Handling Guide

<table>
<thead>
<tr>
<th>CATEGORY: PUBLIC</th>
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</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
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</table>
| SAMPLE RECORDED INFORMATION | • Academic Calendar  
• Student Policies  
• NBCC By-Laws  
• Notes from President  
• Report to the Community  
• NBCC Strategic Plan |
| MARKING | Header: “NBCC PUBLIC”  
Footer: This document is classified as “Public” as per NBCC Information Classification Guideline.  
Header and Footer: Applied to each page. |
| PHYS & ADMIN CONTROLS | None |
| REPRODUCTION | The Public Information can be reproduced unlimited no of times.  
The temporary, redundant and obsolete copies of the Information asset will have protection to a level consistent with the protection of the original information. |
| DISTRIBUTION | No restrictions |
| DISPOSITION | **Physical:** Recorded information such as paper and microfilm can be recycled, simply disposed of through normal bins and waste removal services or shredded as with Internal/Confidential information or transferred to the Provincial Archives, where appropriate, in accordance with an approved retention schedule.  
**Electronic:** Erase or degauss the magnetic media. Send the CDs, DVDs, dead hard drives, laptops etc. to IT for appropriate disposal or transfer to the Provincial Archives, where appropriate, using a portal in accordance with an approved retention schedule. |

**CATEGORY: INTERNAL**

| DESCRIPTION | Information whose unauthorized disclosure, particularly outside the organization, would be inappropriate and inconvenient. Disclosure to anyone outside of NBCC requires management authorization. |
| SAMPLE RECORDED INFORMATION | • Organizational Charts  
• Risk Register  
• Employee Code of Conduct  
• Seat Capacity Report |
| MARKING | Header: “NBCC INTERNAL”  
Footer: This document is classified as “Internal” as per NBCC Information Classification Guideline.  
Header and Footer: Applied to each page. |
| PHYS & ADMIN CONTROLS | **Author:** Responsible for the proper markings.  
**User:** Responsible for the proper storage and document control. User should not change (downgrade) the classification.  

Limited copies may be made only by employees, or by contractors and third parties who have signed an appropriate non-disclosure agreement.  
The temporary, redundant or obsolete copies of the Information asset will have protection to a level consistent with the protection of the original information. |
|---|---|
| REPRODUCTION | **Internal:** Use an internal envelope.  
**External:** Use a sealed envelope.  
**Electronic:** Use internal email system (i.e. Microsoft Outlook on internal network or via remote VPN). Encryption is required for transmission to external email addresses or email transmitted via a webmail client.  
**Removable Media:** Verify contents of removable media (e.g. USB thumb drive, CDs, etc.). Erase files from removable media after usage. Do not pass removable media to external parties.  

**Physical:** Recorded information such as paper and microfilm must be shredded using a shredder or an authorised agency prior to disposal or transferred to the Provincial Archives, where appropriate, using secure means as in accordance with an approved retention schedule.  

**Electronic:** Erase or degauss the magnetic media. Send CDs, DVDs, dead hard drives, laptops etc. to IT for appropriate disposal or transfer to the Provincial Archives, where appropriate, using a secure portal as in accordance with an approved retention schedule. |
| DISTRIBUTION | **CATEGORY:** CONFIDENTIAL  
**DESCRIPTION**  
Highly sensitive or valuable information, both proprietary and personal. Must not be disclosed outside of the organization without the explicit permission of a director-level senior manager. |
| DISPOSITION | **SAMPLE RECORDED INFORMATION**  
- Briefing Notes  
- Records of Employment  
- Payroll Stubs  
- Credit Card Numbers  
- Admissions Applications  

**MARKING**  
Header: “NBCC CONFIDENTIAL”  
Footer: This document is classified as “Confidential” as per NBCC Information Assets Guideline.  
Header and Footer to be applied to each page.
### PHYS & ADMIN CONTROLS

**Originator:** Responsible for ensuring that confidential information is distributed on a strict need-to-know basis. Responsible for labelling the information.

**Recipient:** Responsible for ensuring that confidential information classification is not changed (degraded) and/or kept under lock & key when not in use.

Limited copies may be made only with the permission of originator or his/she designates.

The temporary, redundant or obsolete copies of the Information asset will have protection to a level consistent with the protection of the original information.

### REPRODUCTION

**Internal:** Use a sealed internal envelope.

**External:** Use a sealed envelope through secure authorised carriers.

**Electronic:** Encryption is required for transmission of all confidential Information.

**Removable Media:** Verify contents of removable media (e.g. USB thumb drive, CDs, etc.). Securely erase files from removable media after usage. Do not pass removable media to external parties.

### DISTRIBUTION

**Internal:** Use a sealed internal envelope.

**External:** Use a sealed envelope through secure authorised carriers.

**Electronic:** Encryption is required for transmission of all confidential Information.

**Removable Media:** Verify contents of removable media (e.g. USB thumb drive, CDs, etc.). Securely erase files from removable media after usage. Do not pass removable media to external parties.

### DISPOSITION

**Physical:** Recorded information such as paper and microfilm must be shredded using a secure shredder prior to disposal or transferred to the Provincial Archives, where appropriate, using secure means as in accordance with an approved retention schedule.

**Electronic:** Securely erase or degauss the magnetic media. Send the CDs, DVDs, dead hard drives, laptops etc. to IT for appropriate disposal or transfer to the Provincial Archives, where appropriate, using a secure portal as in accordance with an approved retention schedule.

### 3.0 OTHER RELATED DOCUMENTS

Information Security Management Systems (2808)