



Information Asset Classification Policy

Policy Owner: John Wall

Effective date: 7/1/18

Approver: Javier Polit

Scope: The Procter & Gamble Company

1.0 Intent

The intent of the Information Asset Classification Policy (the “Policy”) is to establish employee responsibilities for processing information, including both business data and personal data, in line with its business value and legal and regulatory requirements.

This Policy applies to all employees who are storing, transmitting, processing, or otherwise managing information no matter the physical or digital form of the information or where it is stored.

2.0 Policy Requirements

P&G requires that an information classification framework (scheme) be established that applies throughout The Company, based on the confidentiality requirements of the information. This classification framework must be supported by standards and guidelines for appropriate protection and handling of information assets in line with their classification.

Functional leaders must define which information assets their function owns and the minimum information asset classification for those assets, and must ensure the classification for each asset type is documented in the Information Asset Classification Catalog.

Organizational leaders are responsible for ensuring that information handled by their organization is governed appropriately, including defining which information assets their organization is utilizing and implementing the proper information asset protections.

All employees are responsible for understanding the type of information they handle and ensuring the information is classified, labeled, handled and protected appropriately. Applicable controls for the proper handling and protection of information is defined in the Information Asset End User Handling and Protection Standard.

3.0 References

[Information Asset Classification Framework Standard](#)

[Information Asset End User Handling and Protection Standard](#)

[Information Asset Classification Catalog](#)