



# Information Asset Classification Policy

Last Review Date: January 6, 2025

## Intent

The intent of the Information Asset Classification Policy (the "Policy") is to establish employee responsibilities for processing information, including 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.

## 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.

Business Information Security Leaders (BISLs) must ensure that information assets that are owned or utilized by their Business Unit/SMO/Sector/Function/Organization are classified and added to the [Information Asset Classification Catalog](#).

All employees are responsible for understanding the type of information they handle and ensuring the information is classified, labeled, handled and protected appropriately.

## References

- [Information Asset Classification Framework & Handling and Protection Standard for End User](#)
- [Information Assets Labelling Guideline](#)
- [Secure Workspace Guideline](#)