Monash University Procedure

<table>
<thead>
<tr>
<th>Procedure Title</th>
<th>Electronic Information Security – Information Classification Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Policy</td>
<td>Electronic Information Security Policy</td>
</tr>
<tr>
<td>Date Effective</td>
<td>01 August 2017</td>
</tr>
<tr>
<td>Review Date</td>
<td>01 August 2020</td>
</tr>
<tr>
<td>Procedure Owner</td>
<td>Chief Information Officer</td>
</tr>
<tr>
<td>Category</td>
<td>Operational – Information Technology</td>
</tr>
<tr>
<td>Version Number</td>
<td>2.1 (Administrative amendments effective 9 July 2020)</td>
</tr>
<tr>
<td>Content Enquiries</td>
<td>IT Service Desk - <a href="http://monash.edu/esolutions/contact">http://monash.edu/esolutions/contact</a> <a href="mailto:security@monash.edu">security@monash.edu</a></td>
</tr>
</tbody>
</table>

**Scope**

- All campuses in Australia
- Monash College Pty Ltd
- All staff, students and other Authorised Users

**Purpose**

Define the information classification framework, roles and responsibilities for information assets, the requirements for asset classification and risk assessments.

### PROCEDURE STATEMENT

1. **Procedure Overview**

**What is Information Classification?**

Information classification is the process of assigning level of classification to information assets that considers the impact as defined in the Monash risk framework, to ensure the level of information protection controls are commensurate with information value. Value as is also synonymous with the impact that would be experience should any of the following threats be realized in table 1.

<table>
<thead>
<tr>
<th>Threat</th>
<th>Description</th>
<th>Risk domain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disclosure</td>
<td>Unauthorized access to an asset</td>
<td>Confidentiality</td>
</tr>
<tr>
<td>Modification/ Fabrication</td>
<td>Unauthorized tampering or falsely fabrication of an asset</td>
<td>Integrity</td>
</tr>
<tr>
<td>Theft/loss</td>
<td>Theft or loss of information or other resources</td>
<td>Availability</td>
</tr>
<tr>
<td>Destruction</td>
<td>Destruction of information or resources</td>
<td>Availability</td>
</tr>
<tr>
<td>Interruption/ Denial of Service</td>
<td>Information, resource, or service becomes temporarily unavailable or unusable</td>
<td>Availability</td>
</tr>
</tbody>
</table>

*Table 1 Threats*

**Why is information classification Important?**
Information asset classification and labelling is important as communicates the value of the set by the owner to other parties as to how the information is to be handled in both physical and digital contexts, it also provide consistency for the application of security controls.

From an information systems architecture and design perspective the classification provides the designer the baseline minimum controls which need to be applied to the systems to ensure the asset protection is commensurate with its value.

Who is responsible in Monash?
The following roles / groups, are responsible for meeting the requirement contained in this procedure:

- Information Asset owners
- Information asset custodians

2. Procedure Requirements

Assess and Classify Information

Control Objective: to evaluate and assign a classification level

<table>
<thead>
<tr>
<th>PR/INC-010</th>
<th>Classify and label their assets in-accordance with Table 2 in this procedure.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR/INC-020</td>
<td>Assign information asset custodians for the protection of their information assets</td>
</tr>
<tr>
<td>PR/INC-030</td>
<td>Register their assets with the classification attributes with the designated Monash Enterprise asset management systems with all relevant information system managers.</td>
</tr>
<tr>
<td></td>
<td>Note: this currently is managed by the records management team</td>
</tr>
<tr>
<td>PR/INC-040</td>
<td>Authorise access to their information assets</td>
</tr>
<tr>
<td>PR/INC-050</td>
<td>Review who has access to their assets on a biannual basis for assets that classification rating of Protected (C), High (I), Class B(A), or higher for any one of those attributes.</td>
</tr>
</tbody>
</table>

3. Information Classification Framework

The tables, below outlines the rating descriptions for the security labels for Confidentiality, Integrity, and Availability (CIA). The rating drives the minimum security baseline controls as defined in the Minimum Security Standards. Each asset must be label with rating that is commensurate with its risk profile.

Information asset classification

To classify an Information Asset the information asset owner must assume that no security controls have been applied, and determine what the impact to the organisation would be in a worst case scenario should there be a breach of Confidentiality, Integrity or Availability.

Security classification definitions based on the confidentiality of the information are provided on the Cyber Risk and Resilience webpage.

Note: When designing information systems that aggregate information assets the rating needs to be based on the loss/disclosure/modification of those assets. Eg losing one student records is likely to
Monash University Procedure

have a low impact, whereas the loss of an entire student database, is likely to have a catastrophic impact.

When Assets of different classifications are stored in a combined into a single, logical entity, the principle of highest classification shall apply and controls shall be implemented accordingly.

Confidentiality Classification Labels

Table 2, below describes the organizational impact and the confidentiality label in bold.

<table>
<thead>
<tr>
<th>Security Objective</th>
<th>Impact</th>
<th>Information Classification Criteria and Labelling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidentiality</td>
<td>Catastrophic (A)</td>
<td>Information that may result in a Catastrophic or Major impact from disclosure, event is classified as Very Sensitive. (C = 4)</td>
</tr>
<tr>
<td></td>
<td>Major (Ma)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Moderate (Mo)</td>
<td>Information that may result in a Moderate impact from disclosure event, is classified as Sensitive. (C = 3)</td>
</tr>
<tr>
<td></td>
<td>Minor (Mi)</td>
<td>Information that may result in a Minor impact from disclosure event, is classified as Restricted. (C = 2)</td>
</tr>
<tr>
<td></td>
<td>Insignificant (I)</td>
<td>Information that may result in an Insignificant impact from disclosure event, is classified as Public. (C = 1)</td>
</tr>
</tbody>
</table>

Integrity Classification Labels

Table 3, below describes the organizational impact and the integrity label in bold.

<table>
<thead>
<tr>
<th>Security Objective</th>
<th>Impact</th>
<th>Information Classification Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrity</td>
<td>Catastrophic (A)</td>
<td>Information that may result in a Catastrophic or Major impact from a modification/fabrication/corruption event, is classified as Absolute. (I = 4)</td>
</tr>
<tr>
<td></td>
<td>Major (Ma)</td>
<td>Absolute requirement implies that no inaccuracies or omissions can be tolerated.</td>
</tr>
<tr>
<td></td>
<td>Moderate (Mo)</td>
<td>Information that may result in a Moderate impact from a modification/fabrication/corruption event, is classified as High. (I = 2)</td>
</tr>
<tr>
<td></td>
<td>Minor (Mi)</td>
<td>High requirement, meaning that a loss of integrity would cause significant embarrassment and disruption and might be difficult to detect.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Information that may result in a Minor impact from a modification/fabrication/corruption event, is classified as Moderate. (I = 3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Moderate requirement, meaning that the organisation would</td>
</tr>
</tbody>
</table>
Monash University Procedure

<table>
<thead>
<tr>
<th>Information Classification Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>be somewhat affected by a loss of integrity, but the situation could be easily detected and recovered.</td>
</tr>
</tbody>
</table>

| Insignificant (I) | Information that may result in an Insignificant impact from a modification/fabrication/corruption event, is classified as Low. (I = 4) Low requirement, such that there would be minimal impact if the data were inaccurate or incomplete. |

Availability Classification Labels

Table 4, below describes the organizational impact and the Availability label in bold.

<table>
<thead>
<tr>
<th>Security Objective</th>
<th>Impact</th>
<th>Information Classification Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Availability</td>
<td>Catastrophic (A)</td>
<td>Information that may result in a Catastrophic or Major impact from a data destruction/loss/interruption/DoS event, is classified as Class A. (A = 4) Class A is consider a Mission Critical service.</td>
</tr>
<tr>
<td></td>
<td>Major (Ma)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Moderate (Mo)</td>
<td>Information that may result in a Moderate impact from a data destruction/loss/interruption/DoS event, is classified as Class B. (A = 3) Class B Business Essential service.</td>
</tr>
<tr>
<td></td>
<td>Minor (Mi)</td>
<td>Information that may result in an insignificant impact from a data destruction/loss/interruption/DoS event, is classified as Class C. (A &lt;= 2)</td>
</tr>
<tr>
<td></td>
<td>Insignificant (I)</td>
<td>Class C Business Supporting service</td>
</tr>
</tbody>
</table>


Information Asset Owners

4.1. Delegate to an approved custodian the protection of their information assets.
4.2. Ensure their information assets are classified.
4.3. Approval of physical and logical access requests.
4.4. Review of users’ access rights at regular intervals.

Chief Information Officer (Information asset custodian)

4.5. The custodian shall typically, but not necessarily be confined to maintain an information asset inventory (CMDB).
4.6. Assist the information asset owner in the identification of control mechanisms, ensuring their development, implementation, maintenance and effective operation.
Monash University Procedure

4.7. Reporting issues that affect the information asset in the operational environment to the asset owner.

**Third Parties**

4.8. Third parties shall comply with Monash University information security policies, procedures and ICT Security Framework.

**End Users**

4.9. Users shall be responsible and accountable for; activities associated with an assigned account; protecting the secrecy of confidential information; reporting known or suspected security incidents; and complying with Monash University Information Technology acceptable use policies.

| Responsibility for implementation | Chief Information Officer  
| Information Owners  
| Deputy Vice-Chancellors  
| Pro Vice-Chancellors and President Monash Malaysia  
| Deans of Faculties |

| Status | Revised |

| Approval Body | Name: Chief Information Officer  
| Meeting: N/A  
| Date: 01 – August - 2017  
| Agenda item: N/A  
| Author: Cesar Guzman – IT Security and Risk Consultant. |

| Definitions | Risk Assessment: the determination of quantitative or qualitative estimate of risk related to a well-defined situation and a recognized threat.  
| Information Asset: a body of knowledge that is organized and managed as a single entity. Like any other corporate asset, an organization's information assets have financial value.  
| Information Asset Owner: responsible for ensuring that specific information assets are handled and managed appropriately. This means making sure that information assets are properly protected and that their value to the organisation is fully exploited.  
| Personal Identifiable Information: is any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data can be considered PII.  
| Information asset custodian: person responsible for the safe custody, transport, storage of the data and implementation of business rules.  
| Information security attributes: Confidentiality, integrity and availability is a model designed to guide policies for information security within an organization.  
| Confidentiality: is the property, that information is not made available or disclosed to unauthorized individuals, entities, or processes  
| Integrity: involves maintaining the consistency, accuracy, and |
Monash University Procedure

<table>
<thead>
<tr>
<th>Legislation Mandating Compliance</th>
<th>Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Information Privacy Act 2000 (Vic) - note Information Privacy Principles within the Act (Section 14 and Schedule 1)</td>
</tr>
<tr>
<td></td>
<td>Privacy Act 1988 (Commonwealth)</td>
</tr>
<tr>
<td></td>
<td>Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Commonwealth)</td>
</tr>
<tr>
<td></td>
<td>Health Records Act 2001 (Vic) - note Health Privacy Principles within Act (Section 19 and Schedule 1)</td>
</tr>
<tr>
<td></td>
<td>Higher Education Support Act 2003 (Commonwealth) - note Part 5-4 Management of Information, and specifically section 179-10 Use of Personal Information</td>
</tr>
<tr>
<td></td>
<td>Education Services for Overseas Students Act 2000 (Commonwealth) – specifically The National Code 2007, Standard 3.1(d)</td>
</tr>
<tr>
<td></td>
<td>Epidemiological Studies (Confidentiality) Act 1981 (Commonwealth) - where relevant to a research project (needed)</td>
</tr>
<tr>
<td></td>
<td>Public records Act 1973 (VIC)</td>
</tr>
<tr>
<td></td>
<td>Monash University (Council) Regulations Part 7</td>
</tr>
<tr>
<td></td>
<td>Monash University (Vice-Chancellor) Regulations Part 5</td>
</tr>
<tr>
<td></td>
<td>Monash University Statute</td>
</tr>
<tr>
<td>South Africa</td>
<td>South Africa: South African Electronic Communications and Transactions Act 2002 (Act No 25 of 2002) - protects personal information that has been obtained via an electronic medium.</td>
</tr>
<tr>
<td></td>
<td>South African Protected Disclosures Act 2000 (Act No 26 of 2000)</td>
</tr>
</tbody>
</table>

| Related Policies                  | Information Technology Acceptable Use Policy. |
|                                  | Risk Management Policy. |

| Related Documents                | IT Risk Management Manual |
|                                  | Risk Management Procedures |