



30-DAY CHALLENGE

Review stored documents

Review your stored documents to ensure your organization's information classification requirements are met. **Have you classified documents properly?** Are you storing sensitive information that should be stored in a more secure environment?



What you need to know

Information Classification allows your organization to determine and apply appropriate cyber security controls. Information classification also helps ensure that you and your organization are aware of the types of data you are working with and its sensitivity, as well as your obligations and responsibilities in protecting it and preventing a data breach or loss.