

Policy: **Communications Policy**

Title	Information Classification Policy	Number: v2.
Approved by	GORRC Executive Committee	Issue Date: 8/4/2010
Status	Operational	Next Review Date: 8/4/2012
Classification	Public	Last amended date:
Associated GORRC policies		

Policy Document

Information Classification

It may be part of your job within Gascoyne Offroad Racing Club Inc ("GORRC") to handle personal or confidential information. If so, you must take reasonable steps to protect such information at all times. Care is required when collecting, storing, accessing, updating or disclosing personal or confidential information.

GORRC has an information classification policy that outlines how to identify and handle confidential information securely. You should consider this policy every time you create, handle or dispose of information that is important to our business.

To know whether the information you handle needs protection i.e. is it confidential? You need to know the value of that information, and the consequences of that information falling into the wrong hands.

Ask yourself, could unauthorised disclosure:

- Be of value to a competitor?
- Breach our obligation to keep private or personal information confidential?
- Damage GORRC reputation?
- Lead to financial loss
- Damage the goodwill or relationship of our customers and business partners?
- Lead to a breach of regulatory or legal obligations or potentially put GORRC out of business?
- Provide opportunity for the document to be modified or corrupted?

- Allow fraud to occur?

If the answer is yes, then the information is confidential and needs to be classified to ensure its protection.

When you create new information (e.g. a document), you have a responsibility to classify it appropriately, in accordance with the level of protection it requires.

Correct classification allows everyone who comes into contact with the information to know exactly how to handle it securely.

At GORRC we have three classifications to indicate that some information is more confidential than others and requires more protection:

Classification: RESTRICTED

Classify information as 'Restricted' if the risk of unauthorised disclosure is likely to have *major or catastrophic consequences* to GORRC. 'Restricted' information requires a **high level of protection**. Please note, all 'Restricted' information must be clearly labelled, for example, the words 'Classification: Restricted' must be included on the first page and in the header of other pages on all word processing printed documents.

Examples of information that could be classified as restricted:

A database of customer information (may include credit card details), account details and payment instructions, passwords, contracts, board papers, financial reports and GORRC financial statements (before Annual general meeting release).

Who can view restricted information? **Only current board members can view restricted information.** Precautions must be taken in the storage and disposal of restricted information.

If restricted information is to be released it must be by resolution of the Board.

Classification: INTERNAL

Classify information as 'Internal' if the risk of unauthorised disclosure is likely to have *insignificant, minor or moderate consequences* to GORRC. 'Internal' information requires a **medium level of protection**. Please note; all 'Internal' information does not have to be labelled. If a document is not labelled assume it is classified as 'Internal' and follow the 'Internal' secure handling precautions.

Examples of information that could be classified as internal:

Internal newsletters, templates, internal policies or processes, supplementary regulations (prior to approval by CAMS and MWA) and membership lists.

Who can view internal information? Club members, volunteers, competitors and other persons where release of information is deemed necessary. If in doubt refer to a senior board member.

Classification: PUBLIC

Classify information as 'Public' if the risk of unauthorised disclosure is likely to have *no consequences* to GORRC. 'Public' information requires **no protection**. Please note all 'Public' information requires no label.

Examples of information that could be classified as public:

anything in the public domain, for example, advertising material, approved supplementary regulations, media releases or information published on www.gasdash.com

There are no handling requirements for public information

In addition to the confidentiality handling requirements referred to above the information or documents you create may also be subject to privacy or other regulatory controls.