	Montana Operations Manual *Guideline*	Category	**Information Technology, Infrastructure**
		Effective Date	**06/26/2015**
		Last Revised	**09/17/2015**

Issuing Authority	**Department of Administration** **State Information** Technology Services Division
GDE-Data Classification Guideline	

I.   Purpose

This document provides a guideline for state government employees regarding Data Classification.

II.   Scope

This document is a guideline to the Data Classification Policy and it is noted in that document. If there is any conflict between the Data Classification Policy and this document, the Data Classification Policy shall prevail. This document will be updated from time to time with additional declarations of data classification or examples of context sensitive guidelines.

III.   Guideline

How to use this document:

First, all data classifications must adhere to all the rules and regulations of the appropriate governing bodies such as federal, state and local governments.

Second, consider the characteristics of the data elements individually. If the data elements are part of a dataset, then the dataset must be classified no lower than the highest classification of any data element.

Third, consider the characteristics of the data elements in context. The combination of multiple data elements may, in some situations, result in the combined rating being higher than the highest individual rating.

Data that should be classified as: <u>State of Montana Public</u>

Context Sensitive Types of Information	Examples
Agency Name	Dept. of Transportation
Hours of Operation	8 AM to 4:30 PM Monday thru Friday
Office Address	123 Main St Anywhere MT
Office Phone Number	406 555 1234
Types of Reports or Collections of Data	
Audit Reports	Excluding Data that provides knowledge that could be used to injure the State, its Citizens or Business Partners.
Agency Policies	Excluding Data that provides knowledge that could be used to injure the State, its Citizens or Business Partners.
Computer Usage History	Excluding Data that provides knowledge that could be used to injure the State, its Citizens or Business Partners.
Expenditure Data	Excluding Data that is covered by Agreement or Contract, for example Non- Disclosure Agreements
Revenue Data	Excluding Data that is not Public because of law.

1 - Data that is classified as State of Montana Public would reside in *information systems* that are categorized as Low.

Data that should be classified as: <u>State of Montana Confidential</u>

PII Personally Identifiable Information	PFI Personal Financial Information	PHI Personal Health Information	Other
ELECTIONS Record	PAYROLL Record	PAYROLL Record	Facts on Disaster Recovery Plans
PAYROLL Record	PERSONNEL Record	PERSONNEL Record	Information covered by Non- Disclosure

PERSONNEL Record	Personal Income Tax Record		Information about an Investigation
Personal Income Tax Record	Financial Institution Information on one person or business		Passwords giving access to data. (For example, a Citizen's password granting access only to their Confidential record)
			Technical documentation, i.e., detailed network port/ip diagrams and system architectures for systems containing public, confidential or secret data
Defendant, or Witness PII Record			

1 - Note the one difference between State of Montana Public and State of Montana Confidential is the protection (confidentiality) of data.

2 - Data that is classified as State of Montana Confidential would reside in *information systems* that are categorized as medium.

Data that should be classified as: <u>State of Montana Secret</u>

PII Personally Identifiable Information	PFI Personal Financial Information	PHI Personal Health Information	Other
ELECTIONS Files	Federal Tax Information	PAYROLL Files	Passwords giving access to Secret data
PAYROLL Files	PAYROLL Files	PERSONNEL Files	Data that is specifically protected by law: for example: HIPAA or GLB
PERSONNEL Files	PERSONNEL Files	Information regarding people's health	Facts on Disaster Recovery Plans Data such as: Location of Recovery Sites, etc

Personal Income Tax Files	Personal Income Tax Files	Information regarding a person with AIDS	Information about Investigations, Audits, etc.
Files that contain Defendant, or Witness PII	Financial Institution Information on more than one person or business		Files containing information covered by Non-Disclosure Agreements or Federal Law
			Technical documentation, i.e., detailed network port/ip diagrams and system architectures for systems containing top secret data
			Expunged Court Cases
			Sealed Court Cases, or Child Support information

1 - Data that is classified as State of Montana Secret would reside in *information systems* that are categorized as medium.

Data that should be classified as: <u>State of Montana Top Secret</u>

PII Personally Identifiable Information	PFI Personal Financial Information	PHI Personal Health Information	Other
			Facts on Disaster Recovery Plans such as: Disaster Recovery Activation Codes, PII on particular people's role in a Disaster, etc.
			Information about Investigations, Undercover Officers, Police Raids, etc.
			Information about State or National Homeland Security

			Passwords giving access to Top Secret data

1 - Data that is classified as State of Montana Top Secret would reside in *information systems* that are categorized as high.