OperationsIP

OIP-DAT-001 · Version 1.0 · Effective 1 December 2026

Data Classification and Handling Standard

Not all data is equally sensitive. This standard sets four levels and the handling rules for each.

DOCUMENT	VERSION	EFFECTIVE	OWNER	NEXT REVIEW
OIP-DAT-001	1.0	1 December 2026	Director	December 2027

Standard · Data and files

Legal and standards basis

- ISO/IEC 27001:2022 Annex A 5.12 and 5.13

1. Levels

Level	Examples	Handling
Public	Website, published policies	Can be shared freely
Internal	Roadmaps, internal guides	OperationsIP team only
Confidential	Customer business data, staff names, timesheets, locations, invoices	Need to know. Encrypted. Never in personal tools
Restricted	Passwords, payment and integration keys, security logs	Security lead and systems only. Stored as secrets

2. Rules

- Card numbers are never stored by OperationsIP. Stripe handles them
- Restricted data is never sent by email or chat

- Confidential data is shared outside OperationsIP only with the customer, its authorised users, or as the law requires

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