

**PLANETCAST MEDIA SERVICES LIMITED**


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Doc. Classification: Internal	Approval Date : 11th February 2019	
Doc. No.: PMSL-ISMS-PO-025	Page 1 of 4	Ver. No.3.0

PLANETCAST MEDIA SERVICES LIMITED
Information Data Classification

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Document Maintenance

Version	Description of Change	Chapter / Section / Page	Date	Updated / Received By
2.0	Some points are introduced in point no-3.3.	Page 3	28 th Dec 2011	Rakesh Kumar/Sanjeev Bajaj
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Document Custodian

Version	Document Type Printed/ Electronic)	Custodian of Document
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Manish Badoni	Sanjeev Bajaj	Sanjay Duda

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Information Data Classification

1. Purpose-

To assure that information created, processed, and stored by PMSL only reaches the intended addresses.

2-Scope-

All documents of PMSL, which are under document control.

3- Policy-

Data Classification Matrix

Information owners of PMSL shall use the following matrix to classify information assets in a manner that balances the risk of compromise with the needs of normal business operations.

Classification Level	Definition	Examples
RESTRICTED (LEVEL IV)	This classification applies to the most sensitive business information, which is intended strictly for use within PMSL. Its unauthorized disclosure could seriously and adversely impact PMSL, its stockholders, its business partners, and/or its customers leading to legal and financial repercussions and adverse public opinion.	Merger and acquisition plans, planning for existing litigation, trade secrets, customer data, and information security data, Strategy Documents.
CONFIDENTIAL (LEVEL III)	This classification applies to less sensitive business information, which is intended for use within PMSL. Its unauthorized disclosure could adversely impact PMSL, its stockholders, its business partners, its employees, and/or its customers. Information that some people would consider to be private is included in this classification.	Employee performance evaluations, internal audit reports, short-term marketing plans, analyses of competitive products/services and intellectual capital of PMSL. Which comprises the collective experience, knowledge, skill, and information of PMSL and its people.
INTERNAL (LEVEL II)	This classification applies to all other information, which does not clearly fit into any of the other three classifications. While its unauthorized disclosure is against policy, it is not expected to seriously or adversely impact PMSL its employees / customers stockholders & business partners.	PMSL telephone directory, training materials, and policy manuals.
PUBLIC (LEVEL I)	This classification applies to information, which has been explicitly approved by PMSL management for release to the public. By definition, there is no such thing as unauthorized disclosure of this information	Service brochures, advertisements, job opening announcements, and press releases

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Manish Badoni	Sanjeev Bajaj	Sanjay Duda



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and it may be freely disseminated without potential harm.

4.0 Point of Contact-

CISO, PMSL.

5.0 Enforcement-

- All users shall read and abide by this Information Data Classification Policy.
- Any employee found in violation to this policy shall be subjected to disciplinary action as mentioned under PMSL-ISMS-PO-020-Employee Discipline Policy.

Prepared By	Reviewed By	Approved By
Manish Badoni	Sanjeev Bajaj	Sanjay Duda