

Document Marking

Keep this where you send files.

- 1 Start from your document marking policy. Three labels are enough: Public, Internal / Confidential, and Restricted.
- 2 Treat an unmarked file as Internal / Confidential. If it holds personal data or credentials, treat it as Restricted.
- 3 Mark information when it leaves the organization: email, print, download, or a handoff.
- 4 Encrypt email that carries personal data, and set the sensitivity so the next person can see it.
- 5 Keep the file in a folder whose permissions match the label.
- 6 The mark does not wait for a labelling product.

THIS WEEK

Mark the next file you send, even if a labelling product has not arrived.

Three labels are enough: Public, Internal / Confidential, and Restricted.