

TekGenio Inc.
Data Classification Policy
Version 1.0

Document Classification: Internal Use
Review Frequency: Annual

1. Purpose

This policy establishes a consistent approach for classifying and handling information to ensure appropriate protection throughout its lifecycle.

2. Scope

Applies to all information created, received, stored, processed or transmitted by TekGenio employees, contractors and third parties.

3. Objectives

Protect the confidentiality, integrity and availability of information while meeting customer, contractual and regulatory obligations.

4. Classification Levels

TekGenio classifies information into four categories: Public, Internal, Confidential and Restricted.

5. Public

Information approved for public release such as marketing materials and published website content.

6. Internal

Operational information intended for internal business use that should not be publicly disclosed.

7. Confidential

Customer information, contracts, source code, financial information, project documentation and business-sensitive data requiring controlled access.

8. Restricted

Highly sensitive information such as credentials, encryption keys, security configurations and regulated data requiring the highest level of protection.

9. Data Handling

Information shall be labelled where appropriate and handled according to its classification. Confidential and Restricted data should only be shared with authorised personnel.

10. Storage & Transmission

Confidential and Restricted information should be stored securely and transmitted using approved encrypted channels.

11. Retention & Disposal

Information shall be retained according to legal, contractual and operational requirements and securely destroyed when no longer required.

12. Responsibilities

Information owners classify data, managers ensure compliance and all personnel protect information according to this policy.

13. Exceptions

Exceptions require documented approval and appropriate compensating controls.

14. Compliance

Supports alignment with ISO/IEC 27001:2022, ISO 27701, NIST CSF, applicable privacy laws and customer agreements.

15. Review

This policy shall be reviewed annually or after significant business, legal or technology changes.