



Classification in day to day work for externals

1 Introduction

GIZ classifies and labels all of the company's own information. During the classification process, information is assigned one of four predefined confidentiality levels. The levels are: **PUBLIC**, **INTERNAL**, **CONFIDENTIAL** and **STRICTLY-CONFIDENTIAL**.

Labelling: Information categorised as CONFIDENTIAL and STRICTLY-CONFIDENTIAL is additionally visually marked with the assigned confidentiality level.

2 Handling classified information

External stakeholders such as commissioning parties, service providers and partner organisations that may potentially come into contact with GIZ information must be familiar with this logic and know how to handle GIZ information.

Correct storage and safekeeping

Information with the confidentiality level INTERNAL or higher must be stored in access-protected systems and folders or protected by means of physical security measures.

Correct information sharing and handling:

- **PUBLIC label**: No restrictions, may be shared with the general public.
- **INTERNAL and CONFIDENTIAL labels**: Sharing only with people who have agreed to the confidential handling conditions and who genuinely need this information (need-to-know principle).
- **STRICTLY-CONFIDENTIAL label**: Sharing only with specifically named contracting parties, and only after consultation with GIZ.

Correct deletion and disposal

Information that is no longer required must be deleted or destroyed such that it cannot be recovered. Digital information should be removed using the recycle bin function followed by formatting, whilst physical data carriers such as CDs and USB sticks must be destroyed.

3 Contact

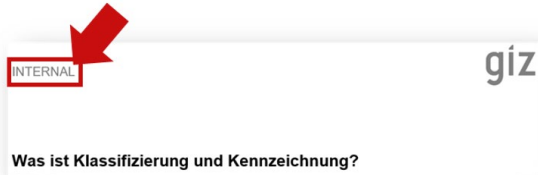
If you have any questions about handling specific information or documents confidentially, please get in touch with your designated contact at GIZ.

If you have specific questions about this document or general questions about classification and labelling, please contact GIZ Information Management at: infmgt@giz.de

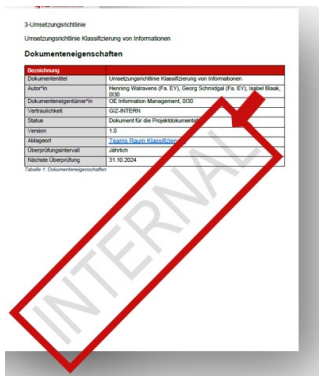
4 Annex

Examples of how to label information:

Word document with label in the header



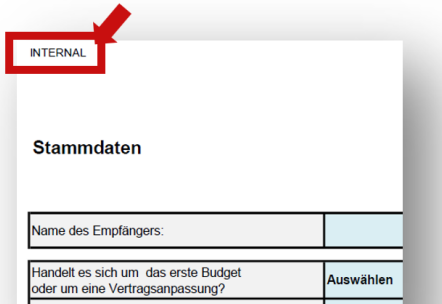
Word document with watermark labelling



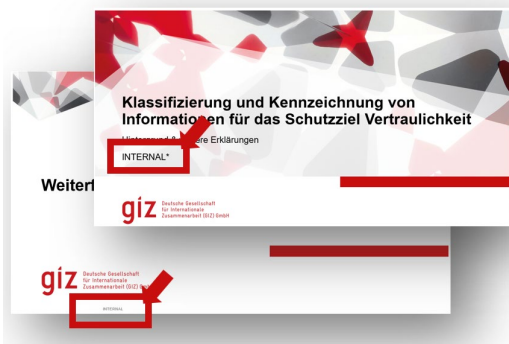
Word document with label on the cover page



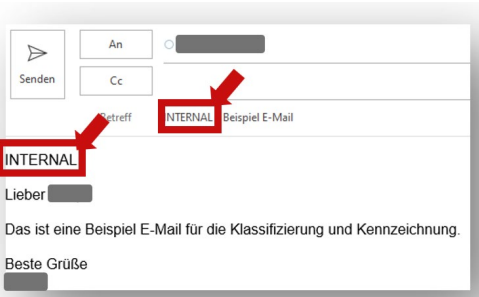
Excel document with label in the header



PowerPoint document with label on the title slide and in the footer



Email with label in the subject line and/or at the beginning of the text



Paper document with a handwritten label or stamp

