



OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Information Services Division

Title:	Information Asset Classification	ISD_620_01
Supersedes:	ISD_620_01 Information Asset Classification dated January 1, 2023	
Applicability:	All state employees (their agents), volunteers, vendors and contractors, including those affiliated with third parties who access state information assets, and all others authorized to use state information technology for the purpose of accomplishing the state's business objectives.	
Reference:	Policy ISD_620_02 Transporting Information Assets Policy ISD_630_02 Portable Data Storage State Policy 107-004-050 Information Asset Classification ORS 646A.602 (12) Personal Information Asset Classification (BIAC) Guidelines	
Effective Date:	January 1, 2024	Approved: 

I. PURPOSE

This policy establishes a classification standard that defines the level of confidentiality for all information assets regardless of form or type. In addition, it sets the expectation information assets are protected and managed at a level appropriate to the classification throughout their lifecycle. Not all information assets have the same value, importance, or sensitivity to the agency and therefore must be classified with different levels to indicate the level of protection necessary.

II. DEFINITIONS

- A. **Biological Information:** Pertains to wildlife (includes fish by definition) and/or their habitats.
- B. **Classification:** A systematic arrangement into groups or categories according to a set of established criteria.
- C. **Data:** Facts, figures, numbers, statistics, locations, etc., collected for reference or analysis, regardless of their physical form, characteristics, or quantity.
- D. **Disclosure:** The act of intentionally or unintentionally revealing, exposing, or distributing information to others without the proper authority or authorization.
- E. **Information:** Any knowledge, including data and documentary material (e.g. metadata that can be communicated regardless of its physical form, characteristics, or quantity).

- F. **Information Asset:** Any data, documentary material, application, computer, peripheral, portable computing device, or other technology used to store, transport, modify, display, or report information that has value to the organization regardless of its physical form or characteristics.
- G. **Information Owner:** A person or group of people with authority and responsibility for establishing controls for collecting, processing, storing, dissemination, and disposal of information assets.
- H. **Personally Identifiable Information (PII):** Information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.
- I. **Portable Computing Device:** Any mobile electronic device, typically having a screen, input device, and powered by battery or other self-contained power source. Often has the ability to interface with other portable computing devices, the Internet, or computer systems.
- J. **Sensitive Information:** Any information where the loss, misuse, modification, or unauthorized access would adversely affect the interest of the agency, or the privacy of individuals.
- K. **Sensitivity Labels:** A form of electronically or otherwise indicating the asset classification directly to a specific document.
- L. **User:** All state employees (and their agents), volunteers, vendors, and contractors, including those users affiliated with third parties who access state information assets, and all others authorized to use state information technology for the purpose of accomplishing the state's business.

III. POLICY

A. Classification Requirements

All information assets owned or in custodial care by ODFW will be classified and managed based on its confidentiality and sensitivity requirements. Proper levels of protection will be implemented to protect information assets according to its relative classification. Information asset classification is required by all agencies under the statewide Enterprise Information Strategy and Policy 107-004-050.

Electronic classification, also known as 'Sensitivity Labels' may be required or enforced by state policy or practice on certain document types. When available, it must be utilized to indicate the document classification even if additional indicators are also present.

B. Applicability

This policy collectively applies to all information assets regardless of how the information is stored, accessed, or displayed and includes, but is not limited to, electronic files (of all types), paper documents, optical, or film regardless of where the asset is stored or how long it is retained.

C. **Information Ownership**

All information will have an information owner or owners established within the appropriate line of business. Owners can be individuals or groups of individuals as best meets the business need. When a person designated as information owner no longer has this responsibility due to departure, transfer, or reassignment of duties the division leadership must timely appoint a new information owner to ensure no lapse in accountability for the information asset.

The information owners will be responsible:

1. **For all asset classifications levels:**

- a. determine the initial information classification level for new assets
- b. make or approve decisions regarding access controls and ongoing information management
- c. perform periodic classification reviews based on changing business impact and business priorities in addition to new laws, regulations, and security standards
- d. follow agency and state archive retention rules regarding proper and secure disposition of all information assets

2. **For asset classifications L2 ‘Limited’ (including biological subclassifications), L3 ‘Restricted’, and L4 ‘Critical’:**

- a. label the asset to clearly indicate the classification level according to the level of sensitivity
- b. define the controls, limitations, and processes necessary to protect the asset
- c. make or approve decisions regarding access privileges, security, and privacy
- d. communicate and educate staff regarding appropriate handling and transporting procedures

D. **Asset Classification Levels**

All information assets shall be classified for the purpose of defining its value, criticality, sensitivity, and legal implications using the classifications described below. ODFW must use this schema of classifications for consistency with other state entities and common understanding of classification levels. Additional information and examples can be found by following the links on the ISD Inside page under Resources/Guidelines or Policy sections.

Also see section titled ‘Labeling Information Assets’.

1) Level 1 ‘Published’

Information of low sensitivity that is not protected from disclosure, that if disclosed will not jeopardize the privacy or security of agency employees, clients, partners, or cause harm to natural resources under the care of the agency. This includes information regularly made available to the public via electronic, verbal, or hard copy media.

Level 1 ‘Published’ will be considered the default classification for all information assets unless otherwise marked, identified, or communicated.

Examples: Press releases, brochures, pamphlets, public access Web pages, social media postings, and other materials created for public consumption. May also include general information about the agency itself and its operations, regulations, and resources expressed or provided in any form within the normal course of ODFW business operations.

2) Level 2 ‘Limited’

Sensitive information intended for *general* business use that may be exempt from public disclosure because, among other reasons, such disclosure may jeopardize the privacy or security of agency employees, clients, partners, individuals, or natural resource assets. All employees and users shall follow any disclosure policies and procedures before providing this information to external parties.

Security efforts at this level are more *casual* and focus on protecting the confidentiality, integrity, and availability of information assets from unnecessary exposure throughout normal business activities. Information accessed by unauthorized individuals could result in loss of credibility to the agency or individuals, and financial loss, but generally would be considered minimal. Security threats at this level include unauthorized or untimely disclosure of information.

Examples: Risk management planning documents, published audits, names and addresses not protected by disclosure, and certain activities responding to legal or legislative actions.

Biological Information Subclass Level 2 ‘Limited’ L2G and L2S

Biological information that falls under Level 2 ‘Limited’ will be further identified with a subclassification for internal sharing purposes based on factors outlined in the Biological Information Asset Classification (BIAC) Guidelines including risk of harm to species as follows:

The Level 2G ‘Limited General’ (L2G) designation shall be applied to biological information that is available to all ODFW staff for general business use.

The Level 2S ‘Limited Specific’ (L2S) designations shall be applied to biological information that is available only to authorized ODFW staff for specific business use.

Biological information classified as Level 2G or Level 2S will be subject to all other Level 2 policy unless otherwise stated.

See L2 examples in the [Document Classification Workbook](#) that can be found by following the links on the ISD Inside page under Resources/Guidelines or Policy sections.

3) Level 3 ‘Restricted’

Sensitive information intended for *restricted* business use that may be exempt from public disclosure because, among other reasons, such disclosure will jeopardize the privacy or security of agency employees, clients, partners, individuals, or natural

resource assets. Information in this category may be accessed and used by internal parties only when specifically authorized to do so in the performance of their job duties. External parties requesting this information for authorized agency business must be under contractual obligation of confidentiality (e.g., confidentiality/non-disclosure agreement) with the agency prior to receiving it.

Security efforts at this level are *rigorously* focused on confidentiality, integrity, and availability. Information accessed by unauthorized individuals likely will result in financial loss, identity theft, or compromise business activities. Security threats at this level include unauthorized disclosure, alteration, or destruction of data as well as violation of privacy practices, statutes, or regulations.

Examples: Personally Identifiable Information (PII) as defined in statute, detailed network diagrams, privileged attorney-client information, and ongoing investigations that may be criminal

ORS 646A.602 (12) defines 'Personal Information' as:

(A) A consumer's first name or first initial and last name in combination with any one or more of the following data elements, if encryption, redaction, or other methods have not rendered the data elements unusable, or if the data elements are encrypted and the encryption key has been acquired:

- (i) A consumer's Social Security number;
- (ii) A consumer's driver license number or state identification card number issued by the Department of Transportation;
- (iii) A consumer's passport number or other identification number issued by the United States;
- (iv) A consumer's financial account number, credit card number, or debit card number, in combination with any required security code, access code, or password that would permit access to a consumer's financial account, or any other information or combination of information that a person reasonably knows or should know would permit access to the consumer's financial account;
- (v) Data from automatic measurements of a consumer's physical characteristics, such as an image of a fingerprint, retina, or iris, that are used to authenticate the consumer's identity in the course of a financial transaction or other transaction;
- (vi) A consumer's health insurance policy number or health insurance subscriber identification number in combination with any other unique identifier that a health insurer uses to identify the consumer; or
- (vii) Any information about a consumer's medical history or mental or physical condition, or about a health care professional's medical diagnosis or treatment of the consumer.

(B) A user name or other means of identifying a consumer for the purpose of permitting access to the consumer's account, together with any other method necessary to authenticate the user name or means of identification.

(C) Any of the data elements or any combination of the data elements described in paragraph (A) or (B) of this paragraph without the consumer's user name, or consumer's first name or first initial and last name, if:

(i) Encryption, redaction, or other methods have not rendered the data element or combination of data elements unusable; and

(ii) The data element or combination of data elements would enable a person to commit identity theft against a consumer.

(b) "Personal information" does not include information in a federal, state, or local government record, other than a Social Security number, that is lawfully made available to the public.

4) Level 4, 'Critical'

Information that is deemed extremely sensitive and is intended for use by *named individual(s) only*. This information is typically exempt from public disclosure because, among other reasons, such disclosure would potentially cause major damage or injury, up to and including, death to the named individual(s), agency employees, clients, partners, or cause major harm to the agency or natural resource assets.

Security efforts at this level are *strictly* focused on confidentiality and integrity. Information accessed by unauthorized individuals could likely result in financial loss, serious and possibly unrecoverable harm to persons or the agency. Security threats at this level include unauthorized disclosure, alteration, or destruction of data as well as violation of privacy practices, statutes, or regulations.

Examples: Disclosure of names, locations, or other facts of individuals involved in a protection or undercover program. Information related to active investigations or prosecution of domestic violence or hate crimes. Information that results in a specific, credible, and significant threat to people, buildings, programs, or operations. Regulated information with significant penalties for unauthorized disclosure.

E. **Labeling Information Assets**

Proper labeling enables all parties to associate the information asset with the appropriate level of handling and sensitivity.

Level 1 'Published' assets are not required to be labeled unless otherwise enforced electronically or specifically required by state policy. However, for certain purposes, may be marked for clear identification of uses such as public information requests, news releases, or general email communications if including such marking adds clarity or value.

For all assets designated as L2 'Limited', L3 'Restricted', and L4 'Critical' information, labeling must occur on the asset itself or at a higher aggregate level instead of each specific document, file, or data asset. For example, it may be effective to label information assets by an entire folder, computer entry screen, form, system, or report.

Any labeling strategy that effectively alerts the user accessing the information of its classification level and effectively prevents accidental misuse or disclosure would comply with this policy. While a full description (Level 2 'Limited') may be informative, partial descriptors (L2) may be used when necessary. For biological information assets that fall

under L2 'Limited', the subclassification 'general' or 'specific' must be included in labeling the asset. Example: Level 2 'Limited general' (L2G) or Level 2 'Limited specific' (L2S).

For Information assets that cannot be logically or physically separated by a single asset classification, please refer to section 'Information Isolation'.

Classification level may be indicated in taglines, subject lines, and file names, or by any process that clearly indicates the correct classification. However, to avoid accidental misclassification and exposure of sensitive information, do not use simple automation processes such as email rules/taglines to designate a default classification.

F. Information Release Authority

The director, deputy director, and division administrators are designated as 'Release Authorities'. It is their responsibility to authorize the access or release of Level 3 'Restricted' or Level 4 'Critical' to employees, partners, or members of the public. Such authorization may be given implicitly or by delegated authority documented within an employee's position description indicating the type, conditions, and intended purpose. It is the responsibility of the releasing authority (or delegate) to ensure the distribution complies with this and all other policies, have proper controls in place (as necessary and appropriate for the type of data, frequency of release, and number of records), and reasonably not expected to diminish the public trust unnecessarily.

G. Data Sharing Agreement

A written data sharing agreement is required when sharing information of classification L2 'Limited' or higher with an external organization except as otherwise required by statute, federal law, interagency agreement, or contractual agreement of confidentiality (e.g. when otherwise subject to limitations of the Freedom of Information Act (FOIA) or the Oregon Public Records Law, or both). Once signed, all data sharing agreements are to be uploaded into the Data Sharing and Non-Disclosure Agreement application for tracking purposes.

At a minimum, the data sharing agreement must describe the expected level of protection from further distribution or use, notice of public information request, notice of accidental disclosure, expiration date, and expectations of destruction (if any).

For biological information, data sharing agreements shall be documented using the agency Data Sharing and Non-Disclosure Agreement form, or other contractual form as described above, and be approved by the Division Administrator or deputy with program responsibility.

Also reference ORS 496.182 for additional guidance related to sensitive biological information.

H. Compliance

All users are responsible for the care and protection of information assets to prevent inappropriate disclosure and minimize risk corresponding with the designated classification level. Users shall immediately contact management if any information asset is not properly labeled, used improperly (exceeding guidelines), or disclosed inappropriately. Inappropriate disclosure includes assets that are lost or stolen, but also left unsecured on a desk, computer screen, portable computing devices, or otherwise not properly secured.

I. **Asset Handling and Protection**

Each information asset classification will have a set of controls, designed to provide the appropriate level of protection for the information asset based on the value and risk potential to the agency. At a minimum:

1) Level 1 'Published'

There are no restrictions on the use, distribution, or accessibility. May be copied or transferred unrestricted to various media types (paper, scanned image, photograph, or electronic file/folder), to various media devices (CD/DVD, USB key, portable storage devices, smart phones, or portable computing devices including laptops) or distributed by various sources (postal mail, email, web, FTP, social media, or cloud services). May be transported off-premises without restriction. However, original records must be retained and stored appropriately according to agency policy, procedure, or practice.

2) Level 2 'Limited'

Restrictions on the use, distribution, or accessibility are as defined by the user's position authority or designated by the asset owner. Unless stated otherwise, information of this classification may be copied or transferred to various media types (paper, scanned image, photograph, or electronic file/folder), to various media devices (CD/DVD, USB key, portable storage devices, smart phones, or portable computing devices including laptops) or distributed by various sources (postal mail, email, web, FTP, social media, or cloud services). Users should exercise best judgment in accordance with good security and confidentiality practices, and the potential liability to the agency financially and politically.

3) Level 3 'Restricted'

Use, distribution, and accessibility are limited to only those with specific position authority. Criminal background checks are often required. Information assets of this level may not be shared with other employees or partners without specific and documented authorization. Assets of this level (digital or otherwise) may **not** be copied or transferred to other media types (e.g. paper, scanned image, photograph, or electronic file/folder), to various media devices (e.g. CD/DVD, USB key, portable storage devices, smart phones, or portable computing devices including laptops), or distributed using various sources (e.g. postal mail, email, web, FTP, social media, or cloud services) except as defined by the Information Release Authority or authorized business process. Electronic data must be secured at AES 256bit encryption or stronger unless such conditions cannot be met and exemption is approved by the ISD administrator or deputy. Physical records must be securely stored in locked cabinets or other suitable containers while not in use.

4) Level 4 'Critical'

Use, distribution, and accessibility are highly restricted on a need-to-know basis only. Criminal background checks are required. Information assets of this level may not be shared in any way except with employees or partners of the same authorization level, in the process of conducting business, and is fully protected from accidental disclosure during the process. Assets of this level (digital or otherwise) must **not** be copied or transferred to other media types (e.g., paper, scanned image, photograph, or electronic file/folder), to various media devices (e.g.,

CD/DVD, USB key, portable storage devices, smart phones, or portable computing devices including laptops), or distributed by various sources (e.g. postal mail, email, web, FTP, social media, or cloud services) unless specifically designated to do so by the Information Release Authority. Electronic data must be secured as AES 256bit encryption or stronger. Physical security must be maintained at all times to the highest reasonable level including multiple layers of access controls. Information of this classification must be stowed anytime it is not in active use to prevent any accidental or unauthorized disclosure.

Also see policy ISD_620_02 'Transporting Information Assets'.

J. Information Isolation

Information belonging to multiple information asset classifications should be logically or physically separated otherwise the aggregate information must be protected at the higher of the classification levels.

Whenever and wherever possible, information assets classified as Level 3 'Restricted' or Level 4 'Critical' should be stored separately in a secure area that significantly limits physical and electronic access on a must need to know basis.

K. Public Record Law

Information assets, regardless of classification, remain subject to the limitations and conditions of laws, rules, and regulations including, but not limited to, federal and state disclosure laws, Oregon Public Record Law, and Oregon Archives Rules.

L. Violations

Violations of this policy or associated policies, standards, guidelines, or procedures can result in limitation, suspension, or revocation of system privileges and can lead to other disciplinary action up to and including dismissal for employees as determined by human resources or termination of contracts for contractors, vendors, or business partners. In certain cases, violations could also result in civil and criminal prosecution.

M. Asset Destruction and Retention

Assets should be destroyed in a manner consistent with agency and state retention rules, practices, schedules, and regulations using the means appropriate to the assets' classification to ensure sensitive information is not compromised. Assets of higher level of classifications will require more stringent and secure methods of disposal as defined by policy and procedures.

IV. POLICY GROUP

This policy is part of a suite of Information Technology policies that collectively sets the expectations and use of computing devices and related technologies under the main policy ISD_610_01 'Acceptable Use of Information Systems'.

A. **Guidelines**

The organizational roles are illustrated in the following table:

<p>Division Administrators</p>	<p>Assure the information assets created by their respective divisions are identified, have assigned information owners, and are appropriately classified.</p> <p>Determine if formal interagency agreements and vendor contracts have the appropriate language needed for the exchange of information.</p> <p>Review, approve, and sign Data Sharing and Non-Disclosure Agreements within their division responsibilities.</p>
<p>Data/Information Owner</p>	<p>Establish and review the appropriate classification level of information assets within their authority.</p> <p>Periodically review and reclassify assets as needed based on changing business priorities, laws, or regulations.</p> <p>Define and communicate the proper handling and security breach mitigation procedures.</p> <p>Draft appropriate language for Data Sharing and Non-Disclosure Agreements for review</p>
<p>Managers and Supervisors</p>	<p>Understand this policy and awareness of any classified data within their working unit(s).</p> <p>Educate staff on the proper guidelines, procedures, and practices established for asset classification.</p> <p>Promptly report any misuse of data, security breach, violations of procedures, compromise of sensitive information, or improperly identified assets.</p>
<p>All Users of Information Assets</p>	<p>Understand this policy, appropriate use of classified data, and your role protecting information assets.</p> <p>Promptly inform your immediate supervisor or other management of any suspected misuse of data, a security breach, violations of procedures, compromise of sensitive information, or improperly identified assets.</p>