Labelling of information

ISO 27002 Control 5.13

Control

An appropriate set of procedures for information labelling should be developed and implemented in accordance with the information classification scheme adopted by the organization

Purpose

To facilitate the communication of classification of information and support automation of information processing and management

Who should be involved?

- Information Asset Owners : they are involved in the classification and the labeling
- Information Custodians : to maintain and implement systems to support information labeling.
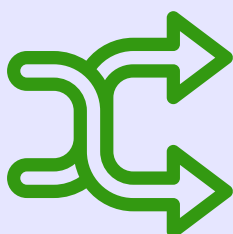- All Employees : to understand the classification levels and labeling requirements

Requirements based on the information support

Electronic Information :
- Emails
- Documents
- Databases

Physical Records :
- On the cover or first page of physical documents.
- On storage containers, such as file folders and boxes.

How is it achieved ?

- By automating the process as much as possible
- By defining a fallback mechanism to set a minimal level of classification by default
- By monitoring the labeling
- Through training and awareness sessions to empower the involved people
- By specifying in which cases the labeling can be omitted
- By reporting on the effectiveness of the labeling control

Link with other frameworks

- NIST 800-53 rev5 : MP-3, PE-22
- NIST CSF 2.0 : PR.DS-01, PR.DS-02, PR.DS-10

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