

Data Classification Workbook

Define data classes, examples, owners, approved storage, transfer, access, retention, disposal, and exception rules.

FREE PDF RESOURCE	Free to view, download, print, and use internally as a general guide.
PUBLIC FORMAT	Watermarked public edition. Editing, assembly, and extraction are disabled in compliant PDF readers.
REUSABLE WORD VERSION	Available when this resource relates to a paid RiskWise engagement.

What this free resource includes

01 Classification scheme

02 Data examples

03 Ownership and access

04 Storage and transfer

05 Retention and exceptions

Use the working pages to collect facts, owners, evidence, and dates. Review tax, legal, security, licensing, employment, insurance, or regulatory decisions with the qualified professional appropriate to your facts.

Work through Data Classification Workbook

Record what is known, identify the source, assign an owner, and make missing information visible.

Classification scheme

Purpose / facts / owner / evidence / date:

--

Data examples

Purpose / facts / owner / evidence / date:

--

Ownership and access

Purpose / facts / owner / evidence / date:

--

Finish the record and confirm the next step

Complete the remaining sections, then identify what needs review, approval, secure delivery, implementation, or follow-up.

Storage and transfer

Purpose / facts / owner / evidence / date:

Retention and exceptions

Purpose / facts / owner / evidence / date:

Choose the support you need

FREE PDF	Free	Use this public edition as an internal reference or printed working guide.
REUSABLE WORD TEMPLATE	Included	An editable Word version is available when it supports a related paid engagement.
CUSTOM WORK	Scoped	RiskWise can adapt, review, implement, document, or hand off the resource for your business.

Discuss a paid engagement

Call 702-421-1111 or email sales@ezypz.com and mention: Data Classification Workbook

Do not resell this PDF, remove its watermark, or present it as professional advice tailored to another person's facts.