



**Information Classification and Information Security Controls Standards
Frequently Asked Questions**

Q.	How does the EISO envision the Information Classification Standard being implemented?
A.	Due to the diversity of New York State entities, it is not practical to determine specific steps for agency implementation of information classification beyond the process that is outlined in the standards. We do suggest that you prioritize, starting with your most critical information assets first. Within ITS, we have placed a priority on identifying personal, private or sensitive information (PPSI) within each business unit.
Q.	Who is responsible for determining which baseline controls have not yet been implemented within an agency?
A.	Initially, in determining the gap between controls already in place and the baseline controls required by the Information Security Controls Standard, the responsibility should fall to a cross-functional information classification team (i.e., management, information owners, IT, ISO). Going forward, the information owner is responsible for working with the information custodian(s) to ensure proper controls are implemented, and for communicating deficiencies in controls to executive management.
Q.	We have already classified our information based on legal requirements – it's either FOILable or its not. Availability is addressed in our Disaster Recovery Plan as the information relates to a business process. How does our classification scheme fit in with your requirements?
A.	Regardless of whether or not information is FOILable, different information may require different protections. For example, financial disclosure forms are FOILable, however, due to the sensitivity of the information, they warrant greater controls than other types of information. Agencies with preexisting classification programs should look to identify gaps between their process and controls, and the process and baseline controls set forth in the ITS Information Classification and Information Control Standards.
Q.	Do I have to classify each individual piece of information in my possession?
A.	You are only required to classify information for which you have ownership. Grouping information for classification can make the classification process easier, and is encouraged where it makes sense. Please refer to the Information Classification Standard for further guidance on grouping of information assets.
Q.	Is the information classification process described in the Standard automated?
A.	Yes, an easy to use online tool called the Information Asset Classification System (IACS) has been developed to assist agencies in their information classification efforts. A General Information sheet along with an Access Request Form are available at www.its.ny.gov/eiso/infoclass .
Q.	Where can I get more guidance in classifying information?
A.	If you have further questions, or require assistance, please contact the Office of Information Technology Services Enterprise Information Security Office at 518.242.5200 or eiso@its.ny.gov .

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