

# Storing Data and Information

Depending on the security classification, data and information will need different types of storage safeguards to ensure that the integrity, availability, confidentiality and value of the data and information are protected.

The sample storage safeguards are only intended to outline possible solutions; as such, **they are not prescriptive** and do not elaborate on the particulars (i.e., the complete context in which the data and information exists) or the manner in which security classification is applied (i.e., to a system and application, record, or specific field).

## Sample Storage Safeguards

Classification	Print/Hard Media	Digital Files
<b>Public</b>	<ul style="list-style-type: none"><li>No special storage safeguards.</li></ul>	<ul style="list-style-type: none"><li>No special storage safeguards.</li><li>Regular backups to ensure availability and integrity.</li></ul>
<b>Protected A</b>	<ul style="list-style-type: none"><li>Secure location (e.g., locked office, locked file room).</li></ul>	<ul style="list-style-type: none"><li>All media under physical and/or logical access control of protected zone (e.g., group authorized access).</li></ul>
<b>Protected B</b>	<ul style="list-style-type: none"><li>Secure location with restricted access.</li><li>Clean desk policy.</li></ul>	<ul style="list-style-type: none"><li>All media under physical and/or logical access control of confidential zone (e.g., authorized access and authenticated access).</li></ul>
<b>Protected C</b>	<ul style="list-style-type: none"><li>Stored in a highly secure zone with access tracking.</li><li>Clean desk policy.</li><li>Audit trail for all access points (e.g., signatures).</li></ul>	<ul style="list-style-type: none"><li>All media under physical and/or logical access control of restricted zone (e.g., single or double authentication, encrypted data, audit and monitoring).</li></ul>

For more information, please refer to [Safeguarding Government Information](#) or contact your [Sector Information Security Officer \(SISO\)](#).