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GBS Data Classification and Handling Policy

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Global Banking School Data Classification and Handling Policy

1. Purpose and Scope

1.1 Global Banking School (GBS) needs to collect, store and process personal data about its staff, students, and other individuals it has dealings with, to carry out our





4.2.1 Information that is produced for publication and/or could be disclosed with



organisational information that is appropriate for GBS staff and students



Annex 1 – GBS Information Classifications

GBS has five information classifications to help staff identify the level of security the information requires. The five classifications include: Public, Restricted, Private, Internal and Confidential.

CLASSIFICATION	DEFINITION
<p style="text-align: center;">Public</p>	<p>Data that can be freely disclosed to the public. Examples include GBS contact information, location, job descriptions and prospectus.</p>
<p style="text-align: center;">Restricted</p>	<p>Highly sensitive internal data. Disclosure could negatively affect operations and put GBS at financial or legal risk. Restricted data requires the highest level of security protection by everyone working at GBS from staff to students to partners etc. For</p>