

**PROTECT DATA!**  
**ISO / IEC 21964**

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# ISO / IEC 21964

## How to determine the level of security you require

### Classification levels

**1**

Normal sensitivity for internal data: the most common classification of information, intended for large groups of people. Protection of personal data has to be ensured.

**Security levels: P-1, P-2, P-3**

**2**

Higher sensitivity for confidential data: the information is restricted to a small group of people. The protection of personal data has to meet stringent requirements.

**Security levels: P-3, P-4, P-5**

**3**

Very high sensitivity for confidential and secret data: the information is restricted to a very small group of persons, known by name, who are authorised to access it. The protection of personal data must absolutely be guaranteed.

**Security levels: P-4, P-5, P-6, P-7**

# Security levels for paper

<b>P-1</b>	<b>General data</b> Old advertising material such as leaflets, catalogues, vouchers or coupons. <b>Not applicable for personalised data.</b>
<b>P-2</b>	<b>Internal data</b> Internal communication such as instructions, travel guidelines, forms or expired notices. <b>Not applicable for personalised data.</b>
<b>P-3</b>	<b>Sensitive and confidential data</b> Offers, purchase orders, order confirmations or delivery notes with address data. <b>Types of cut (mm): 4 x 60, 6 x 50 cross cut</b>
<b>P-4</b>	<b>Particularly sensitive and confidential data</b> Working documents, customer/client data, invoices, private tax and financial documents. <b>Types of cut (mm): 4 x 10, 3 x 25, 4 x 40 cross cut</b>
<b>P-5</b>	<b>Data that must be kept secret</b> Balances / P+L, strategy papers, construction documents, personal data. <b>Type of cut (mm): 2 x 15 cross cut</b>
<b>P-6</b>	<b>Secret high-security data</b> Patents, research and development documents, information that is important for your existence. <b>Type of cut (mm): 0,8 x 12 micro cut</b>
<b>P-7</b>	<b>Top secret high-security data</b> For the military, embassies, intelligence services. <b>Type of cut (mm): 0,8 x 5 micro cut</b>

# Material classifications

<b>P</b>	<b>Information in original size</b> For example paper, films, printing plates.
<b>F</b>	<b>Information in miniaturised form</b> For example microfilms, foil.
<b>O</b>	<b>Information on optical data carriers</b> For example CDs/DVDs.
<b>T</b>	<b>Information on magnetic data carriers</b> For example ID-cards, diskettes.
<b>E</b>	<b>Information on electronic data carriers</b> For example chip cards, flash drives.
<b>H</b>	<b>Information on hard drives with magnetic data carriers</b>

## Recommendation of the new ISO / IEC 21964

Ensure that you are aware of the processes in your company that involve confidential data, where this data goes and how it is destroyed. The only way to guarantee absolute security is by implementing a complete data protection policy that is adapted to your individual needs.

