

**DATE:** October 15, 2013

**TO:** Agency Heads and Chief Fiscal Officers

**FROM:** Alan Skelton, State Accounting Officer *TAS*

**RE:** Data Classification, Storage and Transmission Policies

As you know, the State Accounting Office (SAO) routinely stores and transmits data to agencies, organizations, and third parties, both internal and external to state government. SAO has developed the following policies regarding data classification and transmission. These policies will be effective **January 1, 2014** and apply to TeamWorks (Financials and Human Capital Management), Concur, Hyperion and supporting servers.

**New Policies for 2014:**

**Data Classification Policy:** establishes that data is classified into levels of sensitivity to provide a basis for understanding and managing the data. This ensures that access to data is correctly managed and protected based on its sensitivity. Data can be classified into two categories: Public and Confidential.

**Data Storage & Transmission Policy:** is intended to help SAO and Third Parties determine how information can be accessed, transmitted, and stored depending upon its sensitivity. This policy specifically covers data that has been classified as confidential.

The documents are available for a 30-day comment period and can be viewed on the SAO website at the following link:

<http://sao.georgia.gov/policy-drafts-comments>

If you have any questions regarding the policies or information noted, you may contact the **SAO Customer Service Center** at 404-657-3956 or 888-896-7771.

Thank you in advance for participating in our policy-setting process.