

The four information classes and the allowed tools

Fill it in with management in one afternoon. The class decides the tool, not the department. When in doubt, information is treated as restricted and the owner is asked before it is used.

CLASS	WHAT IT CONTAINS	ALLOWED TOOLS	EXAMPLE USE	OWNER
Public	Website, catalogs, press releases, training offers.	Company tools with data protection and EU data residency, company account.	Rewriting a product sheet for the website.	_____
Internal	Procedures, ordinary email, unsigned offers, meeting minutes.	As above, with the operations log on and no training on the data.	Summarizing a public specification and checking it against procedures.	_____
Restricted	Drawings, bills of materials, non-conformities, contracts, supplier and customer data.	Only tools running inside the company perimeter: self-hosted or dedicated cloud, log mandatory.	Classifying a non-conformity and drafting the customer reply.	_____
Classified	Information with a security classification and export-controlled material.	No AI tool without a specific written authorization.	None.	_____

The eight lines of the management charter

- 1

Every piece of information belongs to one of the four classes. The class decides the tool.
- 2

Public and internal: only approved company tools, company account, data in the EU, log on.
- 3

Restricted: only tools inside the company perimeter. No drawing or bill of materials in an external tool.
- 4

Classified: no AI tool without written authorization from management and the security officer.
- 5

A new tool enters use only after management approval, with the maximum allowed class written next to it.
- 6

Know-how and rules live in one company-owned place. Tools work from there and leave a trace.
- 7

Every output based on restricted material is reviewed by a named person before it leaves the company.
- 8

When the class is in doubt, treat it as restricted and ask. The charter is reviewed every three months.