WOLTRIO	INFORMATION CLASSIFICATION & HANDLING POLICY		**Doc No.:** WT-ISMS-POL-004
			Current Version: 1.0
			Issue Date: March 8, 2026
	Revision Date: N/A	**Revision No.:** 00	**Owner:** ISMS Manager

Purpose:

The purpose of this policy is to establish a structured framework for classifying and handling information assets at Woltrio to ensure appropriate protection based on their sensitivity, value, and criticality.

This policy ensures that Electronic Medical Records (EMR), Electronic Health Records (EHR), and Protected Health Information (PHI) are handled with the highest level of protection and in compliance with ISO/IEC 27001:2022 and applicable data protection requirements.

Scope:

This policy applies to:

- All Woltrio employees, contractors, and third-party personnel
- All information assets within the ISMS scope
- All formats of information including:

1. Digital data
2. Databases
3. Source code
4. Documentation
5. Emails and communications
6. Printed documents
7. Backup media

The policy applies to information stored or processed in:

- EMR/EHR SaaS platforms
- Cloud infrastructure
- Development and testing environments
- Internal business systems
- End-user devices

Policy Statement:

All information assets must be classified according to their sensitivity and business impact to ensure appropriate security controls are applied throughout their lifecycle.

Information must be:

- Properly classified
- Clearly labeled where appropriate
- Handled according to defined protection requirements
- Protected against unauthorized access, disclosure, modification, or destruction

Information Classification Levels:

Woltrio classifies information into the following categories:

Classification Level	Description
Public	Information approved for public release with no confidentiality requirements
Internal	Information intended for internal business use only
Confidential	Sensitive business information that could cause harm if disclosed
Restricted	Highly sensitive information requiring the highest level of protection

Information Labeling:

Where practical, classified information must be clearly labeled according to its classification level.

Examples of labeling methods include:

- Document headers or footers
- Metadata tags
- File naming conventions
- System classification tags

17/03/2026

Approval Authority: X

Ehtisham Ilyas
Founder & CEO
Signed by: d3b93a96-3efb-491b-8b2b-cf63f63c3cf8