

Document & Data Classification Guide Page (for Google Drive)

A framework for classifying documents by sensitivity, and applying it in Google Drive.

The three tiers

Tier	What	Examples	Sharing
Low	Public or public-ready	Blog posts, marketing, published reports	Anyone with the link is fine
Medium	Internal, not secret	Meeting notes, draft strategy, budgets pre-approval	Named people or internal group only; no link sharing
High	Confidential, regulated, or PII	SSNs, financial/payroll data, health info, donor/client records, credentials, HR files	Named individuals only, reviewed periodically; no link sharing

Quick test: Would it place someone at risk if it leaked? If so, it should be at least **Medium**. Does it contain PII, financial, health, or credential data? It should be **High**. Is it meant to be public? Make it **Low**.

Applying Tiers to Google Drive

Naming: tag files/folders so sensitivity is visible at a glance, e.g. `[H] Donor Contact List`.

Folders: separate top-level folders per tier (`Public/`, `Internal/`, `Confidential/`) rather than mixing tiers in one folder. Restrict access at the folder level for `Confidential/`.

Sharing settings:

Tier	Link sharing	Editors
Low	On	Few editors, open viewing
Medium	Off	Named editors/viewers
High	Off, access reviewed regularly	Minimal editors; disable download/print/copy for viewers where possible

Review: quarterly, check who still has access to Confidential/ files, flag any "anyone with the link" shares that should be tighter, and sort anything sitting untagged in a misc folder.

If overshared: fix the sharing setting immediately, move the file to the right folder, and flag it to whoever owns incident response if High-sensitivity data was exposed.

Revision #1

Created 17 July 2026 14:00:11 by Josh

Updated 20 July 2026 02:28:25 by Josh