

HANDOUT 1

Policy Definitions

(Applicable to Classification and Categorization Processes)

Availability

The reliability and accessibility of information assets to authorized personnel in a timely manner.

Categorization

The characterization of an information system based on an assessment of the potential impact that a loss of confidentiality, integrity, or availability of such information system would have on organizational operations, organizational assets, individuals, other organizations, and the Nation.

Classification

The characterization of information based on an assessment of legal and regulatory requirements, and the potential impact that a loss of confidentiality, integrity, or availability of such information would have on organizational operations, organizational assets, individuals, other organizations, and the Nation.

Confidential Information

Information maintained by state agencies that are exempt from disclosure under the provisions of the California Public Records Act (Government Code Sections 6250-6265) or has restrictions on disclosure in accordance with other applicable state or federal laws. See SAM Section 5305.5.

Confidentiality

A security principle that works to ensure that information is not disclosed to unauthorized persons.

Critical Application

An application that is so important to the agency that its loss or unavailability is unacceptable. With a critical application, even short-term unavailability of the information provided by the application would have a significant negative impact on the health and safety of the public or state workers; on the fiscal or legal integrity of state operations; or on the continuation of essential agency programs.

Critical Infrastructure

Information assets, whether physical or virtual, so vital to the U.S. that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters. [Critical Infrastructures Protection Act of 2001, 42 U.S.C. 5195c(e)]

Criticality

A measure of the degree to which an organization depends on the information or information system for the success of a mission or of a business function.

Information Integrity

The condition in which information or programs are preserved for their intended purpose; including the accuracy and completeness of information systems and the data maintained within those systems.

Mission Critical Activities

The critical operational and/or business support activities (either provided internally or outsourced) required by the organization to achieve its objective(s) i.e. services and/or products.

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Mission Critical Business Functions

The critical operational and/or business support functions that could not be interrupted or unavailable for more than a mandated or predetermined timeframe without significantly jeopardizing the organization. An example of a business function is a logical grouping of processes/activities that produce a product and/or service such as Accounting, Staffing, Customer Service, etc. Related Terms: Critical Business Function, Essential Functions, Critical Resources

Mission-Critical Applications

Applications that support business activities or processes that could not be interrupted or unavailable for the Recovery Time Objective (RTO) defined by the agency without significantly jeopardizing the organization.

Owner of Information Assets

An organizational unit having responsibility for making classification, categorization and control decisions regarding information assets.

Proprietary Software

Computer programs which are the legal property of one party, the use of which is made available to a second or more parties, usually under contract or licensing agreement.

Public Information

Any information prepared, owned, used, or retained by a state agency and not specifically exempt from the disclosure requirements of the California Public Records Act (Government Code Sections 6250-6265) or other applicable state or federal laws.

Sensitive Information

Information maintained by state agencies that requires special precautions to protect it from unauthorized modification or deletion. See SAM Section 5305.5. Sensitive information may be either public or confidential (as defined above).