Standard Operating Procedure

Number: **013**

Name: **Data classification**

Title: Procedure for classifying datasets hosted on the EU Pollinator Hub

Category: Data management

Status: Approved

Version: 1.0

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1 Document history

1.1 Current Release

1.1.1 Drafted

Submitted on 2023-04-24 by Michael Rubinigg, quality manager.

1.1.2 Reviewed

Reviewed on 2023-06-30 by Noa Simòn Delso, general manager.

1.1.3 Approved

Approved on 2024-02-07 by Michael Rubinigg, quality manager.

1.2 Change history

n.a.

2 Abbreviations

EU	European Union
EUPH	EU Pollinator Hub
n.a.	not available
SOP	Standard Operating Procedure

3 Introduction

The current document regulates the creation and removal of information assets classifiers on the EU Pollinator Hub.

4 Validity

4.1 Area

The of validity of this document is limited to the procedure of the creation and removal of information assets classifiers on the EU Pollinator Hub.

4.2 Time

The period of validity of this SOP begins on 2024-02-07 and ends with its revocation.

4.3 Related Documents

Document type	Document ID	Title
SOP	001	SOP instructions
SOP	004	Organisation chart

4.4 Related Tasks

Persons who have been assigned one of the following tasks, as defined in SOP-004, assume a responsibility within this SOP:

- Quality management

5 Procedure

5.1 Information Asset Classification Catalog

5.1.1 Maintenance of the Information Asset Classification Catalog

5.1.1.1 Responsibilities

- The person responsible for quality management, as defined by SOP-004 is responsible for the maintenance of the Information Asset Classification Catalog described in section 5.1.1.

5.1.1.2 Creating and removing classifiers

- The person responsible for quality management, as defined by SOP-004 or a person appointed by him/her for this purpose may add or remove classifiers to the Information Asset Classification Catalog.
- Classifiers cannot be modified once they have been created.
- Classifiers are persistent and continue to exist when they have been removed from the Information Asset Classification Catalog.
- For each classifier the following information has to be provided:
  - One of the following classifier types:
    - **regulatory standards**: to be used for classifiers describing the regulatory standards used to acquire the data in the information asset.
    - **technical standards**: to be used for classifiers describing the technical standards used to acquire the data in the information asset.
    - **analytical capacities**: to be used for classifiers describing the analytical capacities in terms of software and domain expertise required to process and analyse the dataset.
  - A short name of the classifier containing no more than 30 characters.
  - A detailed description of the classifier that defines its area of application as precisely as possible.
  - One or more external references to the source from which the description has been obtained.
  - Date and time of creation of the classifier.
  - Date and time of removal of the classifier.
  - Identifier of the person who has created the classifier.
  - Identifier of the person who has removed the classifier.

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.