




Email Classification Procedure

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1. Overview

Email classification is a way of labeling or categorizing emails based on their intended audience and sensitivity of the information contained within them. According to IT asset management policy Saudi Net Link has several classification levels: **Public**, **Internal use only**, **Restricted**, and **Confidential**.

2. Email Classification

a) Public

Public emails are intended for a wide audience and contain information that can be shared freely with anyone, both within and outside the company. These emails typically contain general announcements, and non-sensitive information that can be disclosed publicly.

b) Internal use only

Internal use only emails are meant for internal communication within the company. They contain information that should not be shared with external parties. These emails often include discussions, updates, and documents relevant to the company's operations and are not intended for public dissemination. Please review the SNL Information classification procedures.

c) Restricted

Restricted emails are highly sensitive and contain classified or legally protected information. These emails are subject to strict access controls and should only be shared with a limited group of individuals who have the highest level of authorization. Please review the SNL Information classification procedures.

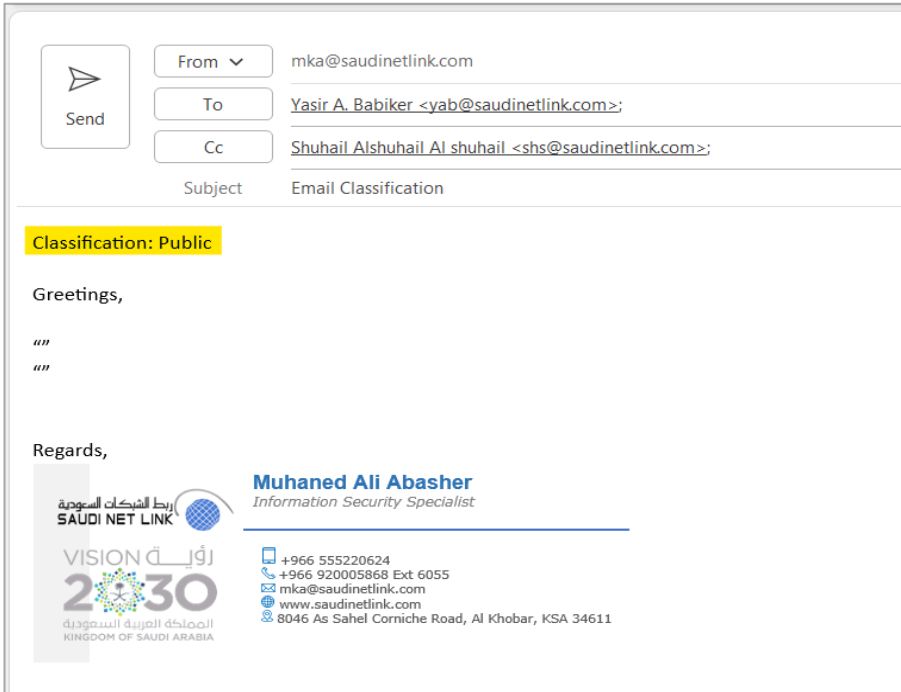
d) Confidential

Confidential emails contain sensitive information that should be handled with care and restricted to authorized recipients. These emails may contain personal, financial, or proprietary information that requires protection from unauthorized access or disclosure. Confidential emails should only be shared with individuals who have a legitimate need to know. Please review the SNL Information classification procedures.

It is essential to follow the email classification guidelines set by the company and exercise caution when handling emails of different classifications to maintain data security and confidentiality.

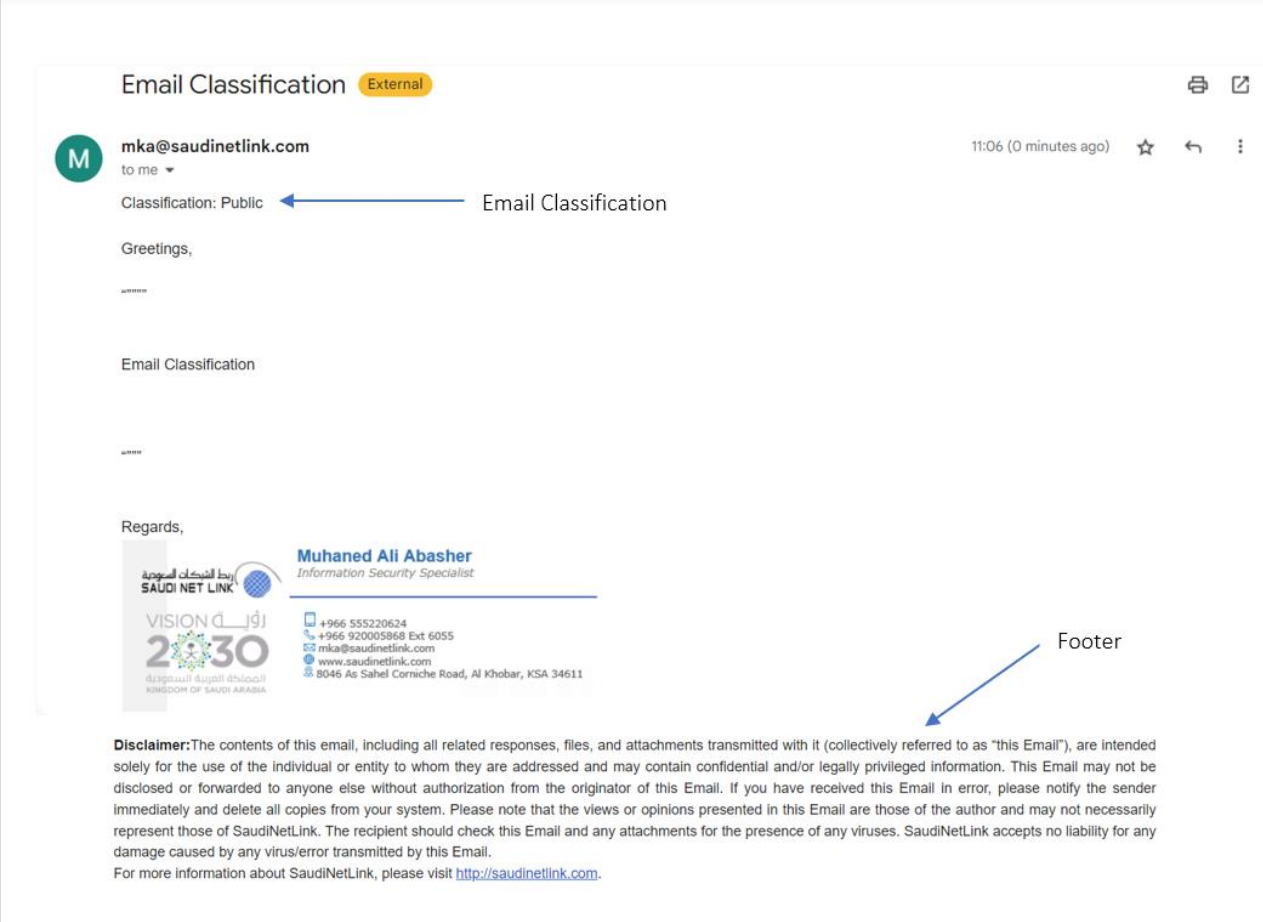
3. Guidelines for Classification

- a) Email classifications must be written by hand before the greetings word.



The screenshot shows an email composition window. At the top, there is a 'Send' button and a 'From' field with the address 'mka@saudinetlink.com'. The 'To' field contains 'Yasir A. Babiker <yab@saudinetlink.com>', and the 'Cc' field contains 'Shuhail Alshuhail Al shuhail <shs@saudinetlink.com>'. The subject is 'Email Classification'. Below the header, a yellow box highlights 'Classification: Public'. The body of the email starts with 'Greetings,' followed by two lines of quotation marks. It then says 'Regards,' and is signed by 'Muhaned Ali Abasher, Information Security Specialist'. At the bottom, there are logos for Saudi Net Link and the Kingdom of Saudi Arabia's 2030 vision, along with contact information: phone numbers +966 555220624 and +966 920005868 Ext 6055, email mka@saudinetlink.com, website www.saudinetlink.com, and address 8046 As Sahel Corniche Road, Al Khobar, KSA 34611.

- b) The signature and footer will be set automatically when you send a new email, but the classification must be done manually.
- c) The email should reach the end destination in the same manner as presented below.



The screenshot shows an email interface with the following elements:

- Header:** "Email Classification" with a yellow "External" tag and icons for print and share.
- Sender:** "mka@saudinetlink.com" with a green circular profile icon containing the letter "M".
- Recipient:** "to me" with a dropdown arrow.
- Classification:** "Classification: Public" with a blue arrow pointing to the text "Email Classification".
- Body:** "Greetings," followed by a separator line "-----", then "Email Classification", another separator line "-----", and "Regards,".
- Signature:** "Muhaned Ali Abasher" (Information Security Specialist) with contact details: phone (+966 555220624), email (mka@saudinetlink.com), website (www.saudinetlink.com), and address (8046 As Sahel Corniche Road, Al Khobar, KSA 34611). The signature includes the Saudi Net Link logo and a "VISION 2030" logo.
- Footer:** A blue arrow points from the text "Footer" to the signature block.
- Disclaimer:** A block of text stating the email's confidentiality and providing a link to <http://saudinetlink.com>.