

Example: Risk Assessment Preparation Worksheet: Rating Information Sensitivity for MobileActive.Org

Sensitivity Rating	Content
<p>Public/Low Public information can be freely distributed by you, your organization, and your supporters, without any risk to individuals or organizational operations. May result in minimal risk to you, your colleagues and community, and your organization.</p>	<p>press releases; blog posts; public photos and video; twitter feed; public funding information and grant awards; staff names and contact information</p>
<p>Medium Release of medium-risk information may result in risk to you, your colleagues and community, and your organization. In order to protect themselves against such risks, individuals and the organization may have to adjust behaviors and tactics.</p>	<p>information about who you are calling and when; information about events with a closed invite list</p>
<p>High Release of high-risk information may result in risk to you, your colleagues and community, and your organization. Individuals might face serious physical risk and personal loss that can not be remedied. The operations of the organization might be jeopardized, endangering the ability of the organization to continue operating.</p>	<p>login/password info; names and contact information; gDoc with all passwords and logins; contracts, sows, invoices; googlesite; history of communication in salesforce; mtg notes with high-risk contacts or quotes that are made off the record; financial/budget related documents; full details of grant proposals and awards;</p> <p>ALSO when travelling to certain areas: meeting times and locations if the people with whom we are meeting need to conceal their location or that they are meeting with us, we need to protect this information</p>