Classification And Handling Patterns

General Assembly — Shared access and sharing handout

Four working rules

- Need-to-know: access follows role and purpose, not convenience.
- Documented purpose: people should know why access is needed.
- Controlled sharing: prefer governed locations and links over loose attachments.
- Review and expiry: access and copied extracts should not live forever by default.

Ask before sharing

1. Who exactly needs this?
2. Why do they need it?
3. Is a link safer than an attachment or screenshot?
4. Does this copy need an owner and an expiry date?
5. Would a delayed or partial version create decision risk if forwarded?

Synthetic scenarios

- Dashboard screenshot dropped into chat during an outage response
- Spreadsheet extract emailed for a one-off incident investigation
- Board paper appendix with operational metrics
- Vendor submission mentioning AI-enabled summarization

Safer default

If perfect tooling is unavailable, still record the owner, purpose, origin, and review point before treating the artifact as reusable.