

**(C**onfidentiality, **I**ntegrity, **A**vailability**)**

**C I A Guidelines**

**Version History**

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| --- | --- | --- | --- | --- | --- |
| **Ver.** | **Date** | **Description of Change** | **Author/ Revised By** | **Reviewed By** | **Approved By** |
| 0.1 | 22nd Aug 2013 | First Draft | Rahul Raj | Saket Madan | Ajay Kr. Zalpuri |
| 1.0 | 23rd Sep 2013 | Initial Release | Rahul Raj | Dhananjay | Ajay Kr. Zalpuri |
| 1.1 | 7th March 2014 | Update CIA comment as per objective defined in section 1.0 | Rahul Raj | Dhananjay | Ajay Kr. Zalpuri |

# OBJECTIVE:

The define parameters to allot a value for **C**onfidentiality, **I**ntegrity, **A**vailability (CIA) for an Information Asset in a scale of 1 to 3, where 1 is lowest and 3 is highest.

The guidelines to be followed while classifying an information asset under values 1-3 for CIA is given below:

| **Asset Name** | **CIA value** | | **Comment/Remark** |
| --- | --- | --- | --- |
| Database Server **(DB)** | C | 1 | Only one schema is created and all users can view the data of other users. |
| 2 | Users of a Group sharing same schema and can view each other's data. |
| 3 | No user shall be able to view data in other user's schema unless the role is explicitly granted. |
| I | 1 | Data Corruption does no or low impact business. |
| 2 | Data Corruption resulting in medium business impact. |
| 3 | Data Corruption resulting in high business impact. E.g. data for HR system |
| A | 1 | The server should be available for less than 80% of the time (on 24x7 basis) |
| 2 | The server should be available for 80% or above of the time (on 24x7 basis) |
| 3 | The server should be available for 98% or above of the time (on 24x7 basis) |
| File Server **(FL)** | C | 1 | Only one working area is created and all users can view the file(s) of other users. |
| 2 | Few users are sharing the same area and can view each other's file(s). |
| 3 | No user shall be able to view file(s) in other user's area unless the permission is explicitly granted. |
| I | 1 | File Corruption does no or low impact business. |
| 2 | File Corruption resulting in medium business impact. |
| 3 | File Corruption resulting in high business impact. |
| A | 1 | The server should be available for less than 70% of the time (on 24x7 basis) |
| 2 | The server should be available for 80% or above of the time (on 24x7 basis) |
| 3 | The server should be available for 90% or above of the time (on 24x7 basis) |
| Business Application **(Appl)** | C | 1 | Everyone is able to view the application code & executables. |
| 2 | Everyone is able to view the executables but not the application code. |
| 3 | Only authorized person and admin can view application code and executables. |
| I | 1 | Application Code Corruption does no or low impact business. |
| 2 | Application Code Corruption resulting in medium business impact. |
| 3 | Application Code Corruption resulting in high business impact. |
| A | 1 | The server should be available for less than 70% of the time (on 24x7 basis) |
| 2 | The server should be available for 80% or above of the time (on 24x7 basis) |
| 3 | The server should be available for 90% or above of the time (on 24x7 basis) |
| Mail Services **(Mail)** | C | 1 | A single mail account shared by one / multiple location. |
| 2 | Only authorized persons and admin can view the mails of other users. |
| 3 | Only admin can view the mails of other users. |
| I | 1 | Mail Corruption does no or low impact business. |
| 2 | Mail Corruption resulting in medium business impact. |
| 3 | Mail Corruption resulting in high business impact. |
| A | 1 | The server should be available for less than 70% of the time (on 24x7 basis) |
| 2 | The server should be available for 80% or above of the time (on 24x7 basis) |
| 3 | The server should be available for 90% or above of the time (on 24x7 basis) |
| Internet Services **(InS)** | C | 1 | A common internet access guest account without a password. |
| 2 | A common account shared by multiple users to access the internet. |
| 3 | Only authorized person and admin can view the internet access logs of other users. |
| I | 1 | File Corruption does nor low impact business. |
| 2 | File Corruption resulting in medium business impact. |
| 3 | File Corruption resulting in high business impact. |
| A | 1 | The server should be available for less than 70% of the time (on 24x7 basis) |
| 2 | The server should be available for 80% or above of the time (on 24x7 basis) |
| 3 | The server should be available for 90% or above of the time (on 24x7 basis) |
| Media **(Media)** | C | 1 | Media is publicly available. |
| 2 | Media is available within the organization to authorized groups only. |
| 3 | Media is available to admin and other authorized users on need basis only. |
| I | 1 | Media Corruption does no or low impact business. |
| 2 | Media Corruption resulting in medium business impact. |
| 3 | Media Corruption resulting in high business impact. |
| A | 1 | The server should be available for less than 70% of the time (on 24x7 basis) |
| 2 | The server should be available for 80% or above of the time (on 24x7 basis) |
| 3 | The server should be available for 90% or above of the time (on 24x7 basis) |
| Network Components **(NC)** | C | 1 | Everybody within the organization can view the design and configuration details of network devices. |
| 2 | Everybody within the IT department can view the design and configuration details of network devices. |
| 3 | Admin and permitted group can view the design and configuration details of network devices. |
| I | 1 | Network Configuration file corruption has no or low impact business. |
| 2 | Network Configuration files corruption resulting in medium business impact. |
| 3 | Network Configuration files corruption resulting in high business impact. |
| A | 1 | The server should be available for less than 70% of the time (on 24x7 basis) |
| 2 | The server should be available for 80% or above of the time (on 24x7 basis) |
| 3 | The server should be available for 90% or above of the time (on 24x7 basis) |
| UPS **(UPS)** | C |  | NOT APPLICABLE |
| I | 1 | Configuration setting modification has no or low impact business. |
|  | 2 | Configuration setting modification resulting in medium business impact. |
|  | 3 | Configuration setting modification resulting in high business impact. |
| A | 1 | The UPS should be available for less than 70% of the time (on 24x7 basis) |
|  | 2 | The UPS should be available for 80% or above of the time (on 24x7 basis) |
|  | 3 | The UPS should be available for 90% or above of the time (on 24x7 basis) |
| Printer **(PRN)** | C |  | NOT APPLICABLE |
| I |  | **NOT APPLICABLE** |
| A | 1 | The printer should be available for less than 70% of the time (on 24x7 basis) |
|  | 2 | The printer should be available for 80% or above of the time (on 24x7 basis) |
|  | 3 | The printer should be available for 90% or above of the time (on 24x7 basis) |
| Desktop / laptop  PC’s **(PC)** | C | 1 | Data on PC is available publicly without any restriction. |
| 2 | All users can view the data of shared folders with password. |
| 3 | Only the admin and the concerned user can view the data/files. |
| I | 1 | File Corruption resulting in low business impact. |
| 2 | File Corruption resulting in medium business impact. |
| 3 | File Corruption resulting in high business impact. |
| A | 1 | The PC should be available for less than 80% of the time (on 24x7 basis) |
| 2 | The PC should be available for 80% or above of the time (on 24x7 basis) |
| 3 | The PC should be available for 90% or above of the time (on 24x7 basis) |
| Information assets | C | 1 | Only one working area is created and all users can view the Information. |
| 2 | Admin & permitted users can view the Information in other user's area according to the permissions assigned. |
| 3 | No user shall be able to view Information in other user's area unless the permission is explicitly granted. |
| I | 1 | Information Corruption does no or low impact business. |
| 2 | Information Corruption resulting in medium business impact. |
| 3 | Information Corruption resulting in high business impact. |
|  |  |
| A | 1 | Information should be available for less than 80% of the time (on 24x7 basis) |
| 2 | Information should be available for 80% or above of the time (on 24x7 basis) |
| 3 | Information should be available for 90% or above of the time (on 24x7 basis) |
| Service Assets  VPN services | C | 1 | All the users have access to same VPN services without restriction |
|  | 2 | Selected users have access on the VPN based on criticality of operation |
|  | 3 | Selected users use VPN with encryption to ensure secure transmission. |
| I | 1 | Information Corruption does no or low impact business. |
|  | 2 | Information Corruption resulting in medium business impact. |
|  | 3 | Information Corruption resulting in high business impact. |
| A | 1 | The Service should be available for less than 70% of the time (on 24x7 basis) |
| 2 | The Service should be available for 80% or above of the time (on 24x7 basis) |
| 3 | The Service should be available for 90% or above of the time (on 24x7 basis) |
| Services Assets – Pest control | C |  | NOT APPLICABLE |
| I |  | NOT APPLICABLE |
| A | 1 | The Service should be available for less than 70% of the time (on 8x7 basis) |
|  | 2 | The Service should be available for 80% or above of the time (on 8x7 basis) |
|  | 3 | The Service should be available for 90% or above of the time (on 8x7 basis) |
| Software Assets | C | 1 | All users have access to the software and permission to use the software without restriction |
|  | 2 | Only selected users have approvals to use the software |
|  | 3 | Only selected users have approvals, only in defined environment |
| I | 1 | Software Corruption does no or low impact business. |
| 2 | Software Corruption resulting in medium business impact. |
| 3 | Software Corruption resulting in high business impact. |
| A | 1 | Software should be available for less than 70% of the time (on 24x7 basis) |
| 2 | Software should be available for 80% or above of the time (on 24x7 basis) |
| 3 | Software should be available for 90% or above of the time (on 24x7 basis) |