



Types of Information

There are three types of information that an organisation may have:

CUSTOMER/CLIENT/PATIENT/EMPLOYEE INFORMATION

1

Customer/Client/Patient/Employee Information: This can include details such as their name, company name, address, telephone number, even their financial details or their company's bank account details. It can contain personal information about them, including sensitive personal information such as their medical records and information about their sexual orientation.



INTELLECTUAL PROPERTY:

2

Intellectual Property: This includes trade secrets, formulas, research data, designs, industrial or design rights, copyrights and trademarks.

For example, it could be the secret recipe for your company's range of sauces.



BUSINESS AND OPERATIONAL INFORMATION:

3

Business and Operational Information: This can include standard operational processes, such as stock control and management, invoicing, purchasing, processing, manufacturing and production processes.

For example, it could be the location cash is kept overnight, or details about the timings of security patrols.

