I. Policy

Policy Rationale

1. This policy defines the principles for the classification of information and categorization of the World Bank Group’s (WBG) application and infrastructure assets and aligns with Management of Records Policy (AMS 10.11).

Scope and Constraints

2. The WBG allows access to the public information in its possession that is not on a list of exceptions of the respective disclosure policy of each WBG entity. AMS 6.21A provides direction on how to classify information that is on the list of exceptions based on the relevant disclosure policies of the WBG entity. Over time the WBG declassifies and makes publicly available certain information that falls under the exceptions as directed by each WBG entity.

The following definitions apply to this policy:

2.1. Information Provider: An External Party that provides information to a WBG Staff in the course of conducting official WBG business.

2.2. Information Recipient: An External Party that receives information from a WBG Staff in the course of conducting official WBG business.

2.3. External Party: Individual, group or entity outside of the WBG that receives information (Information Recipient) from a WBG Staff or provides information (Information Provider) to a WBG Staff in the course of conducting official WBG business. An External Party may include but is not limited to clients, advisors, consulting firms, contractors, vendors, intergovernmental organizations, multilateral development banks (MDBs), international financial institutions (IFIs), and other business partners (member country counterparts, bilateral aid agencies) and non-governmental organizations (NGOs). External Parties do not include the press, or the general public.

2.4. WBG Staff: Refers to any individual holding an appointment provided for in Staff Rule 4.01.

2.5. Originator: A WBG Staff, or originating unit, who creates, provides or receives information in the course of conducting business for the WBG, and is responsible for classifying information.

2.6. Assets: Physical and abstract application and infrastructure resources that are owned by the WBG. These resources can be tangible or intangible. For the purposes of classification and categorization assets refer to the following:

• Applications: Business applications

• Infrastructure: Network equipment (routers, switches, modems), databases, servers, video conferencing equipment, desktop computers, laptop computers, tapes, network attached storage (NAS), middleware, storage area network (SAN), and handheld devices (Blackberries)

Note: For the purposes of categorization of application and infrastructure assets, the definition of asset does not include Enterprise Information or facilities, such as datacenters.

2.7. Business Sponsor: The department or the vice presidency that sponsors an application or infrastructure asset.

2.8. Asset Custodian: The WBG Information Management and Technology (IMT) organization responsible for identifying, recording, maintaining and updating an inventory of application and infrastructure assets, and categorizing these assets.

3. All WBG application and infrastructure assets should be handled in accordance with their categorization level.

Information Classification

4. Information should be classified as public or restricted based on the relevant disclosure policy of the WBG entity. All restricted information must be classified as Strictly Confidential, Confidential or Official Use Only as defined in this policy.

5. Information Classification Definitions

5.1 Strictly Confidential - Information of this type, if disclosed, may in the judgment of the relevant WBG entity cause severe harm to well defined interests of the WBG entities or their stakeholders. Information provided to a WBG entity under an agreement restricting access to the information to specific individuals at a WBG entity is classified as Strictly Confidential regardless of potential harm. Use of the Strictly Confidential classification should be reserved for exceptional circumstances.

Internal and External Handling for IBRD, IDA, and ICSID
Access to Strictly Confidential information must be restricted to those WBG Staff designated by the Information Provider or the Originator. Information classified as Strictly Confidential may also be disclosed to External Parties but only with the express consent of, and according to any conditions imposed by the Information Provider, if provided by an External Party, or the Originator.

Internal and External Handling for IFC and MIGA
Access to Strictly Confidential information must be restricted to those WBG Staff designated by the Information Provider or the
Questions regarding this policy should be addressed to the WBG Office of Information Security (infosec@worldbank.org).

Additional details for information classification and application and infrastructure asset categorization will be made available in the following handbooks:

- Classification Handbook for Restricted Information
- Application and Infrastructure Asset Categorization Handbook

Questions regarding this policy should be addressed to the WBG Office of Information Security (infosec@worldbank.org)