

Information Classification and Handling Guide

Classification	Sensitive		Non Sensitive
	Confidential	Proprietary-Internal Only	Public
	Sensitive personal and/or University information for which unauthorized access may result in an invasion of privacy, identity theft, University liability or materially negative impact on the finances, operations, or reputation of the University. Examples include: information protected under HIPAA, FERPA, HB-5, PCI, GLB, Export Controls, legally privileged information, personally identifying information (accounts, social security numbers, empl id., etc.) pending patent or University planning information, passwords.	Information that is less sensitive than Confidential information, but that, if exposed to unauthorized parties, may have an adverse impact on the finances, operations, or reputation of the University. Examples include internal memos meant for limited circulation, draft documents or comments prior to public release. All University data is considered "Proprietary" unless otherwise documented.	Information that is generally available to the public, or that, if it was to become available to the public, would have no material adverse effect upon the finances, operations, or reputation of the University.
Method			
Storage	Electronic: Secured servers, computing devices or databases utilizing access controls and file protection mechanisms. May require encryption, network isolation and multi-factor authentication. Mobile computing devices must utilize approved encryption. Hardcopy: Secure in locked cabinet or location with appropriate physical controls.	Electronic: Secured with access controls and file protection mechanisms. Mobile devices must utilize approved encryption. Hardcopy: Secured, recommend locked storage when not in use.	No Restrictions
Transmission	Electronic: Encrypted, external emailing of unsecure confidential information is prohibited. Use of email for sending/storing credit card numbers is prohibited. Hardcopy: sealed and clearly marked "Confidential". Fax: Unless otherwise stated, University controlled fax machines. May not be sent to public fax machines. Phone: Limited to authorized, "business need-to-know", not discussed in public areas.	Electronic: Limited to employees, approved vendors, contractors and auxiliary employees with a "business need-to-know". Hardcopy: Sealed with no special handling. Fax: Unless otherwise stated, allowed from University controlled fax to non-public fax. Phone: Limited to employees, approved vendors, contractors and auxiliary employees with a "business need-to-know".	No Restrictions
Distribution	Internal: Upon authorization of the data owner and to only those with a "business need-to-know". External: Requires owner authorization and a valid Confidentiality Agreement.	Internal distribution only – "business need to know" basis. May include approved vendors, contractors and auxiliary employees.	No Restrictions
Disposal (per Record Retention Guidelines)	Electronic: Irretrievably erased or disposed of. Hardcopy: Shred (cross cut) or secure shred bin, unreadable or undecipherable by any means.	Electronic: Normal deletion commands or utilities. Hardcopy: Secure shred bin or shredder.	Normal disposal – following record retention guidelines
Labeling	Label all pages – "Confidential"	Label 1st page – "Proprietary for Internal Use Only" recommend also labeling subsequent pages.	No Labeling required