

Document	Classification of Data
Purpose	The purpose of this document is to: Provide criteria to determine which data classification is appropriate for a particular information or infrastructure system.
Notes	A positive response to the highest category in any row is sufficient to place the system into that Classification. NOTE: If you are creating a new information system that will store or handle Restricted Data, you should inform the Department of Information Security.

	UC Restricted Data (highest, most sensitive)	UC Sensitive Data (moderate level of sensitivity)	UC Public Data (low level of sensitivity)
Legal Requirements	Protection of data is required by law (e.g., see list of specific HIPAA, GLB and FERPA data elements)	UC has a contractual obligation to protect the data	Data that is readily available to the public. This data requires limited or no confidentiality or integrity protection. Protection of the availability for this data should be maintained.
Reputation Risk	High	Medium	Low
Other Institutional Risks	Information which provides access to resources, physical or virtual	Smaller subsets of protected data from a school or department	General university information
Access	Only those individuals designated with approved access and signed non-disclosure agreements	UC employees and non-employees who have a business need to know.	UC affiliates and general public with a need to know.
Examples	<ul style="list-style-type: none"> ▪ Medical ▪ Students ▪ Prospective students ▪ Personnel ▪ Donor or prospect ▪ Financial ▪ Contracts ▪ Physical plant detail ▪ Credit card numbers ▪ Hazardous chemical location and inventory ▪ Certain management information ▪ See below for more specific examples 	<ul style="list-style-type: none"> ▪ Information resources with access to restricted data ▪ Research detail or results that are not restricted data ▪ Library transactions (e.g., catalog, circulation, acquisitions) ▪ Financial transactions which do not include restricted data (e.g., telephone billing) ▪ Information covered by non-disclosure agreements ▪ Very limited subsets of restricted data 	<ul style="list-style-type: none"> ▪ Campus maps ▪ Personal public data (e.g., contact information) ▪ Name and work phone number

**Specific
Examples**

HIPAA - Protected Health Information

- Patient Names
- Street address, city, county, zip code
- Dates (except year) for dates related to an individual
- Telephone/Fax #'s
- E-mail, URLs, & IP #'s
- Social security numbers
- Account/Medical record #'s
- Health plan beneficiary numbers
- Certificate/license #'s
- Vehicle id's & serial #'s
- Device id's & serial #'s
- Biometric identifiers
- Full face images
- Any other unique identifying number, characteristic, or code
- Payment Guarantor's information
- For more information, see the HIPAA web page.
<http://www.uc.edu/infosec/LawHIPAA.htm>

FERPA - Student Records

- Grades
- Student Financial Services (formerly Bursar's office) information
- Credit Card Numbers
- Bank Account Numbers
- Wire Transfer information
- Payment History
- Financial Aid / Grant information
- Student Tuition Bills

Note that the following data may ordinarily be revealed by the University without student consent unless the student designates otherwise.

- Name
- Date of birth
- Place of birth
- Directory address and phone number
- Electronic mail address
- Mailing address
- Campus office address (for graduate students)
- Secondary mailing or permanent address
- Residence assignment and room or apartment number
- Specific quarters or semesters of registration at Stanford
- Stanford degree(s) awarded and date(s)
- Major(s), minor(s), and field(s)
- University degree honors
- Institution attended immediately prior to Stanford
- ID card photographs for University classroom use

- For more information, see the FERPA web page.
<http://www.uc.edu/registrar/ferpa.html>

Donor Information

- Name
- Graduating Class & Degree(s)
- Credit Card Numbers
- Bank Account Numbers
- Social Security Numbers
- Amount/what donated
- Telephone/Fax #s
- E-Mail, URLs
- Employment information
- Family information (spouse(s) / children / grandchildren)
- Medical History (alumni/family who have major medical procedures performed at University Hospital)

Faculty/Staff Housing

- Essentially all the information a loan broker would have for Faculty/Staff.
- Name / Spouse
- Credit rating / history
- Financial worth
- Income levels and sources, etc.

Research Information

- Funding / Sponsorship information
- Human subject information
- Lab animal care information

General Information

- Anything / Everything in the Office of the General Counsel

Employee Information

- Social Security Number
- Name
- Date of birth
- Home address or personal contact information
- Benefits information
- Performance reviews
- Worker's compensation or disability claims

Business data

- Credit card numbers with/without expiration dates
- Bank account information
- Purchasing card (P-card) numbers
- Social Security or other Taxpayer ID numbers
- Contract information (between UC and third parties)

Management data

- Detailed Monthly Expenditure Statements
- Detailed annual budget information
- Faculty Annual Conflict of Interest Disclosures
- University's investment information
- Faculty evaluations

References

International Standards Organization (ISO) 27001/17799
COBIT 4.0
UC Policy

- [General Policy on the Use of Information Technology](#)
- [Information Technology Management Policy](#)
- [Information Security Policies](#)

HIPAA - [Health Insurance Portability and Accountability Act](#)
FERPA - [The Family Educational Rights and Privacy Act](#)
GLB - [Gramm-Leach-Bliley Act](#)