

# UL Lafayette Guideline

## Classification of Data

Use these criteria to determine which data classification is appropriate for a particular information or infrastructure system. A positive response to the highest category in any row is sufficient to place that system into that Classification.

**NOTE:** If you are creating a new information system that will store or handle Restricted Data, you should inform the Information Security Office.

	<b>Restricted Data (highest, most sensitive)</b>	<b>Sensitive Data (moderate level of sensitivity)</b>	<b>Public Data (low level of sensitivity)</b>
<b>Legal requirements</b>	Protection of data is required by law (e.g., see list of specific HIPAA and FERPA data elements)	UL Lafayette has a contractual obligation to protect the data	Protection of data is at the discretion of the owner or custodian
<b>Reputation risk</b>	High	Medium	Low
<b>Other Institutional Risks</b>	Information which provides access to resources, physical or virtual	Smaller subsets of protected data from a school or department	General university information
<b>Access</b>	Only those individuals designated with approved access and signed non-disclosure agreements	UL Lafayette employees and non-employees who have a business need to know	UL Lafayette affiliates and general public with a need to know
<b>Examples</b>	<ul style="list-style-type: none"> <li>▪ Medical</li> <li>▪ Students</li> <li>▪ Prospective students</li> <li>▪ Personnel</li> <li>▪ Donor or prospect</li> <li>▪ Financial</li> <li>▪ Contracts</li> <li>▪ Physical plant detail</li> <li>▪ Credit card numbers</li> <li>▪ Certain management information</li> <li>▪ See below for more specific examples</li> </ul>	<ul style="list-style-type: none"> <li>▪ Information resources with access to restricted data</li> <li>▪ Research detail or results that are not restricted data</li> <li>▪ Library transactions (e.g., catalog, circulation, acquisitions)</li> <li>▪ Financial transactions which do not include restricted data (e.g., telephone billing)</li> <li>▪ Information covered by non-disclosure agreements</li> <li>▪ Very limited subsets of restricted data</li> </ul>	<ul style="list-style-type: none"> <li>▪ Campus maps</li> <li>▪ Personal directory data (e.g., contact information)</li> <li>▪ Email</li> </ul>

## 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

## 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 UL Lafayette
- UL Lafayette degree(s) awarded and date(s)
- Major(s), minor(s), and field(s)
- University degree honors
- Institution attended immediately prior to UL Lafayette
- ID card photographs for University classroom use

## **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

## **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
- Salary and payroll information
- 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 UL Lafayette 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