

DATA CLASSIFICATION QUICK REFERENCE

Modified: April 2017

The following pertains to all University information whether **at rest** (i.e. stored in databases, tables, email systems, file cabinets, desk drawers, etc.) or **in use** (i.e. being processed by applications, electronically transmitted, used in spreadsheets, manually manipulated, etc.) per KU IT Policy (see [Data Classification and Handling Policy](#)).

LEVEL 1	LEVEL 2	LEVEL 3
<p>Definition: High risk of significant financial loss, legal liability, and public distrust or harm if this data is disclosed.</p> <p>Examples: HIPAA – Health information FERPA – Student information (SSN, grades, exams, rosters, official correspondence, financial aid, scholarship records, enrollment, etc.) Export Controlled Information Controlled Unclassified Information (CUI) GLB – Financial information PCI – Payment Card Industry standard Other Federal/State Confidentiality Laws Donor/Prospect Information Passwords/PINs Personal Data – Personally Identifiable Information (SSN, ID number, other PII) Certain Research Data – Personally identifiable information created and collected by research projects or research data having National Security implications Non-disclosure Agreements – Data subject to protection agreements of non-disclosure Audit Working Papers Data Protected by Attorney-Client Privilege Email covering and of the above topics – Includes hard and soft copies of the data listed above.</p>	<p>Definition: Moderate requirement for confidentiality and/or moderate or limited risk of financial loss, legal liability, and public distrust or harm if this data is disclosed.</p> <p>Examples: Audit Reports Email Addresses Other Grants and Contracts (not considered Level 1 data) Competitive Business Information Other Research Data (not covered under the classification of Level 1 data)</p>	<p>Definition: Low requirement for confidentiality and/or low or insignificant risk of financial loss, legal liability, and public distrust or harm if this data is disclosed.</p> <p>Examples: University Directory Information (as defined by the Student Records Policy, see Student Records Policy) Blogs Web Pages Course Offerings Annual Reports, etc. Other Information Listed Publically</p>