

Data Classification Policies

	Confidential (highest, most sensitive)	Restricted (moderate level of sensitivity)	Directory Information (low level of sensitivity) <small>*NOTE: Just because the law states the college "may" provide this information does not mean an employee "must" provide it. In many cases the college will choose not to share directory information to further protect the privacy of our students</small>
Description	Data which is legally regulated; and data that would provide access to confidential or restricted information.	Data which is not public; and data protected by contractual obligations.	Data for which there is no expectation for privacy or confidentiality.
Legal Requirements	Protection of data is required by FERPA.		FERPA-defined as directory information and listed in our student handbook .
Reputation Risk	High	Medium	Low
Data Access and Control	Legal, ethical, or other constraints prevent access without specific authorization. Data is accessible only to those individuals defined by the college as a "school official" and having a "legitimate educational interest" in accessing the data (FERPA.)	May be accessed by Augustana employees and some specific non-employees who have a business relationship with the college having a "legitimate educational interest" in accessing the data (FERPA.)	Minimal restrictions on access to data and data may be available upon request. Students can choose to opt out of having directory information available by completing a form in the Office of the Registrar.

	Confidential (highest, most sensitive)	Restricted (moderate level of sensitivity)	Directory Information (low level of sensitivity)
Data Examples (not all-inclusive)	<p>Information resources with access to confidential or restricted data (username and password).</p> <p>Personally Identifiable Information :</p> <ul style="list-style-type: none"> - Social Security Number (SSN) - Driver's license - Passport number - Financial account (checking, savings, brokerage, CD, etc .), credit card, or debit card numbers - date of birth - age - race, ethnicity and nationality - gender, sex, sexual orientation - student ID number <p>Protected Health Information (PHI) *</p> <ul style="list-style-type: none"> - Health status - Healthcare treatment - Healthcare payment <p>Personal/Employee Data</p> <ul style="list-style-type: none"> - Worker's compensation or disability claims 	<p>Personal/Employee Data</p> <ul style="list-style-type: none"> - ID number - Income information and payroll information - Personnel records, performance reviews, benefit information - Race, ethnicity, nationality, gender - Date and place of birth - Directory/contact information designated by the owner as private <p>Business/Financial Data</p> <ul style="list-style-type: none"> - Financial transactions which do not include confidential data - Information covered by non-disclosure agreements 	<p>The following is designated as directory by the college:</p> <ul style="list-style-type: none"> - Name - Addresses (campus and home) - College email address - Phone number(s) - Degrees, honors and awards - Most recent previous educational institution attended - Major field of study - Dates of current employment, position(s) - Photographs - ID card photographs for internal use - Classification - Participation in campus activities and sports - Weight and height (athletes) - Dates of attendance - Enrollment status <p>Business Data</p> <ul style="list-style-type: none"> - Campus maps - Job postings - List of publications (published research)

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Student Data not included in directory information.

This includes:

- Loan or scholarship information
- Payment history
- Student tuition bills
- Student financial services information
- Class lists or enrollment information
- Transcripts; grade reports
- Notes on class work
- Disciplinary action
- Athletics or department recruiting information

Business/Financial Data

- Credit card numbers with/without expiration dates

- Contracts that don't contain Personally Identifiable Information
- Credit reports
- Records on spending, borrowing, net worth

Academic / Research Information

- Library transactions (e.g., circulation, acquisitions)
- Unpublished research or research detail / results that are not confidential data
- Private funding information
- Human subject information
- Course evaluations

Anonymous Donor Information

Last name, first name or initial (and/or name of organization if applicable) with any type of gift information (e.g., amount and purpose of commitment).

Other Donor Information

Last name, first name or initial (and/or name of organization if applicable) with any of the following:

- Telephone/fax numbers, e-mail & employment information
- Family information (spouse(s), partner, guardian, children, grandchildren, etc.)
- Medical information

Management Data

- Detailed annual budget information
- Conflict of Interest Disclosures
- University's investment information

Systems/Log Data

- Server event logs