BETTER DATA WITH PLYMOUTH UNIVERSITY

Plymouth University

Information Security Classification Policy – Abridged version

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Date:	05/01/2016

Security Level:	**PUBLIC**
Status:	Published
Version:	1.0
Reference:	EIM-GDL-002
Document Link:	http://blogs.plymouth.ac.uk/strategyandarchitecture/wp-content/uploads/sites/4/2016/01/EIM-GDL-002-Information-Security-Classification-Abridged-Version-v1.0.pdf
Review Date:	31/12/2017

Information Security Classification Levels

Level	Information Security Classification and Examples (abridged version)
4	**Public information** • Published information about the University • Programme and course information • University staff directory information • Research publications and research datasets cleared for publication • Approved University policies and governance information
3	**Standard information** (the disclosure of would not cause material harm, but which the University has chosen not to release) • Building plans and information about the University's infrastructure • Unpublished research work and intellectual property not in Level 1 or 2 • Patent applications, unratified meeting minutes, drafts of research papers and internal documents • Collaborative documents of a non-confidential nature
2	**Confidential information** (the disclosure could cause risk of material harm to individuals of the University if disclosed) • Organisational finance records • Individual donor information • Personnel records (including any disciplinary processes) • Emergency contact and home address details • Research data not in Level 1
1	**Restricted information** (the disclosure would cause severe harm to individuals or the University if disclosed) • Commercially sensitive business operations and strategies • Medical (including tissue) or Clinical trials research data • Research data restricted by contract or confidentiality agreement • Account passwords that can be used to access confidential information

For full details, please refer to the EIM-POL-001 Information Security Classification Policy.

Any questions regarding research data classification please contact the Service Desk in the first instance.