

## Appendix E: Data Classification Category Examples

Information Owners can use the following criteria to determine which data classification is appropriate for the respective institutional data or information system. A positive response to the highest category in any row is sufficient to place that data or system into that classification.

### Category I (Confidential)

Confidential data is highly sensitive and may have personal privacy considerations, or may be protected restricted by, mandates, statutes, executive orders, policy and/or federal or state law and regulations (e.g., HIPPA, Sarbanes-Oxley, Gramm-Leach-Bliley).

#### Confidential Data (not all-inclusive) examples include:

- Passwords or credentials
- PINs (Personal Identification Numbers)
- Credit/debit/payment card numbers with any of the following:
  - Cardholder name
  - Expiration date
  - Card verification code
- Social Security number or Tax ID with name
- Birthdate with name and last four digits of social security number
- Driver's license number, state identification card, and other forms of international identification (such as passports, visas, etc.) with name or social security number
- Name with bank account information or bank account information with password, security code or any other access code information
- Private key (digital certificate)
- Health insurance information
- Medical records related to an individual (including disability information)
- Psychological counseling records related to an individual
- Electronic or digitized signatures
- Employee name with personally identifiable employee information:
  - Mother's maiden name
  - Race and ethnicity
  - Gender
  - Birthplace (city, state, country)
  - Employee net salary
  - Marital status
  - Physical description/personal characteristics
  - Employment history (including recruiting information)
  - Biometric information
  - Electronic or digitized signatures
  - Parents and other family member names

## Category II (Restricted)

Restricted information must be guarded due to proprietary, ethical or privacy considerations. Restricted data is still subject to review or disclosure procedures to mitigate potential risks of inappropriate disclosure.

### Restricted Data (not all-inclusive) examples include:

- Student name with personally identifiable educational records
  - Birth date (full: mm-dd-yyyy or partial: mm-dd only)
  - Courses taken
  - Schedule
  - Test scores
  - Financial aid received
  - Advising records
  - Educational services received
  - Disciplinary actions
  - Photograph
  - Most recent educational agency or institution attended
  - Participation in officially recognized activities and sports
  - Weight and height of members of athletic team
  - Grades
  - Fresno State identification number
  - Race & Ethnicity
  - Gender
  - Transcripts
  - Email addresses
  
- Employee name with personally identifiable employee information
  - Birth date (full: mm-dd-yyyy or mm-dd)
  - Emergency contact home address
  - Emergency contact personal telephone number
  - Emergency personal contact information (name, cell phone, pager)
  - Personal telephone numbers
  - Personal vehicle information
  - Personal email address
  - Parents and other family member names
  - Payment history
  - Employee evaluations
  - Background investigations
  
- Other
  - Legal investigations conducted by the Research Foundation
  - Sealed bids
  - Trade secrets or intellectual property such as research activities
  - Location of highly sensitive or critical assets (e.g. safes, check stocks, etc.)
  - Vulnerability or incident information
  - Licensed software
  - Attorney/client communications
  - Third party proprietary information per contractual

### **Category III (Unrestricted)**

Unrestricted information is generally regarded as publicly available. This information is either explicitly defined as public information or not specifically classified as confidential or restricted information.

#### **Unrestricted Data (not all-inclusive) examples include:**

- Student information designated as Educational Directory Information (excluding grades):
  - Student name
  - Major field of study
  - Dates of attendance
  - Degrees, honors and awards received
  
- Employee Information (including student employment)
  - Employee title
  - Employee name (first, middle, last; except when associated with protected information)
  - Enrollment status
  - Department employed
  - Work location and telephone number
  - Work email address
  - Employee classification
  - Status as student (such as TA, GA, ISA)
  - Employee gross salary
  - Signature (non-electronic)