DATA CLASSIFICATION GUIDE



DATA STORAGE GUIDE routable

| Confidential (Category I) | High |
|---------------------------|--------|
| Controlled (Category II) | Medium |
| Public (Category III) | Low |

| 1 | Allowed to store data. |
|----------|---|
| ^ | Data must be encrypted and password protected. Data access passwords must not be stored with password protected files. Data should only be accessible by authorized University employees. |
| <u> </u> | Data should only be accessible by authorized University employees. Device must be encrypted and password protected. Device must be fully compliant with University security standards. |
| <u>^</u> | Device must be encrypted and password protected. Single record file only. |
| × | Not authorized for data storage. |

| | | | UTRGV Office 365 | | UTRGV MS Azure | UTRGV Owned/Managed | | | Personal Technology & Accounts | | |
|--------------|---|--------------------------------|---|--|-------------------------------|------------------------|---|--------------------------------------|--|---|--|
| | DATA TYPE | Student Office 365 Email | UTRGV OneDrive/ SharePoint/ Teams for Business Storage | UTRGV Employee Office 365 EMAIL | MS Azure / MS Azure Devops | UTRGV Owned Servers | UTRGV Owned Computers and Mobile Devices | UTRGV Owned Portable Device | Personally Maintained Cloud Services (e.g., Dropbox, iCloud, Google Drive) | Personal Portable Device Compliant with UTRGV Security Standards ** | Personal Portable Device (No MDM or Encryption) |
| Confidential | Protected Health Information (HIPAA) | × | Λ | <u> </u> | <u></u> | Λ | <u> </u> | × | × | <u> </u> | × |
| Confidential | Social Security Numbers | × | × | <u> </u> | <u> </u> | \wedge | <u> </u> | × | × | × | × |
| Confidential | Student Educational Records (FERPA) | <u>^</u> | 1 | 1 | 1 | 1 | <u> </u> | Λ | × | Λ | × |
| Confidential | Gramm Leach Bliley (GLBA) student loans application information | × | 1 | 1 | <u> </u> | 1 | <u> </u> | × | × | × | × |
| Confidential | Business records that are confidential* | × | 1 | 1 | <u> </u> | 1 | <u> </u> | \bigwedge | × | × | × |
| Confidential | Payment Card Information (PCI) | × | × | × | × | × | × | × | × | × | × |
| Confidential | Sensitive Research Data | × | 1 | 1 | 1 | 1 | <u> </u> | × | × | × | × |
| Confidential | Export Controlled Research (ITAR, EAR) | × | × | 1 | 1 | 1 | <u> </u> | <u> </u> | × | × | × |
| Confidential | HR Records/Personnel information | × | × | × | 1 | 1 | × | × | × | × | × |
| Controlled | HR data that is not confidential* | × | 1 | 1 | 1 | 1 | 1 | 1 | × | × | × |
| Controlled | Project Data | × | 1 | 1 | 1 | 1 | 1 | 1 | × | 1 | × |
| Controlled | General correspondence that does not contain confidential* data | 1 | 1 | 1 | 4 | 1 | ✓ | 1 | × | 1 | × |
| Controlled | Research data or results that are not confidential* | 1 | 1 | 1 | 1 | 1 | 1 | 1 | × | <u> </u> | × |
| Controlled | Business transactions that are not confidential* | × | 1 | 1 | 1 | 1 | 1 | 1 | × | × | × |
| Public | Academic Course Descriptions | 1 | 1 | 1 | 1 | 1 | 1 | 1 | × | 1 | × |
| Public | Institutionally published public data | 1 | 1 | 1 | 1 | 4 | ✓ | 1 | × | ✓ | × |
| Public | Directory Information | 1 | 1 | 1 | 1 | 1 | ✓ | 1 | × | 1 | × |
| Confidential | Directory Information when student has opted out*** | ⚠ | 1 | 1 | 1 | 1 | Λ | $\overline{\Lambda}$ | × | × | × |

| Notes | | | | | |
|--|--|--|--|--|--|
| *Definitions and examples | | | | | |
| **Computer security standard | | | | | |
| *** Data would become subject to FERPA | | | | | |

 $\underline{www.utrgv.edu/is/en-us/resources/policies-tabs/data-classification-standard}$

www.utrgv.edu/is/_files/documents/computer-security-standard.pdf
www.utrgv.edu/is/en-us/resources/policies-tabs/