

DATA CLASSIFICATION GUIDE

DATA STORAGE GUIDE routable

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

	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.
	• 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.
	• Device must be encrypted and password protected. • Single record file only.
	Not authorized for data storage.

	DATA TYPE	UTRGV Office 365			UTRGV MS Azure	UTRGV Owned/Managed			Personal Technology & Accounts		
		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)										
Confidential	Social Security Numbers										
Confidential	Student Educational Records (FERPA)										
Confidential	Gramm Leach Bliley (GLBA) student loans application information										
Confidential	Business records that are confidential*										
Confidential	Payment Card Information (PCI)										
Confidential	Sensitive Research Data										
Confidential	Export Controlled Research (ITAR, EAR)										
Confidential	HR Records/Personnel information										
Controlled	HR data that is not confidential*										
Controlled	Project Data										
Controlled	General correspondence that does not contain confidential* data										
Controlled	Research data or results that are not confidential*										
Controlled	Business transactions that are not confidential*										
Public	Academic Course Descriptions										
Public	Institutionally published public data										
Public	Directory Information										
Confidential	Directory Information when student has opted out***										

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

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/

Last revised Aug 2021