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Data Classification Reference Table

Table #	1.0	Effective Date	10-2014	Email	infosec@bowiestate.edu
Version	1.0	Contact	John Husfield	Phone	301-860-3934
BSU Policies	N/A				
Standards/Regulations Addressed	Standards/Regulations	Controls			
	USM Security Standards v3 VII-4	NIST SP 800-53: MP-3 Media Labeling			

OVERVIEW

This document provides a quick-reference guide for protecting information according to its sensitivity classification based on four-level classifications: Restricted, Confidential, Internal, and Public.

DATA CLASSIFICATION EXAMPLES

Data classification is a decision that individuals who handle information must make. The following information will help authorized data users in classifying information.

- **Restricted** information should be available to a very limited number of employees on a need-to-know-basis. *Each employee should sign a non-disclosure agreement.*
- **Confidential** information should be available to a limited number of employees according to their job function. *Each employee should sign a non-disclosure agreement.*
- General **Internal** information can be shared with BSU employees.
- Open to the **Public** information can be shared with the general public.

Examples Of How To Categorize Types Of Data				
Sample Data Types	Consider Categorizing As			
	Possible Restricted	At Least Confidential	General Internal	Open to Public
USM defines confidential data to include these elements: “An individual’s first name or first initial and last name, their personal mark, their genetic print or image, or unique biometric	✔	✔	✘	✘

<p>in combination with one or more of the following data elements:</p> <ul style="list-style-type: none"> • Social Security number; • a driver’s license number, state identification card number, or other individual identification number issued by a unit; • a passport number or other identification number issued by the united states government; • an individual taxpayer identification number; • a financial or other account number, a credit card number, or a debit card number that, in combination with any required security code, access code, or password, would permit access to an individual’s account.” 				
“Educational Records in the authoritative system of record for student grades” ¹	✓	✓	✗	✗
“Any Protected Health Information (PHI)” ²	✓	✓	✗	✗
Examples of other data and classifications are:	Possible Restricted	At Least Confidential	General Internal	Open to Public
Individual financial information subject to GLBA ³	✓	✓	✗	✗
Child welfare and legal information about minors (juvenile justice, foster care and/or adoption)	✓	✓	✗	✗
Campus map	✗	✗	✓	✓
Course catalog	✗	✗	✓	✓
Public-facing website content	✗	✗	✓	✓
Admissions information (How to apply)	✗	✗	✓	✓
Degree information (How to obtain)	✗	✗	✓	✓
Public announcements & press releases	✗	✗	✓	✓
Institutional achievements and honors	✗	✗	✓	✓
Faculty, student, employee, achievements and honors (with written permission)	✗	✗	✓	✓
Brochures	✗	✗	✓	✓
Research (unpublished)	✗	✓	✗	✗
BSU institutional working papers	✗	✓	✓	✗
Internal meeting information	✗	✗	✓	✗
Training materials	✗	✗	✓	✗
Employee BSU telephone numbers	✗	✗	✓	✗

Department telephone numbers				
¹ See 20 U.S.C. § 1232g; 34 CFR Part 99 (FERPA) for further information.				
² See 45 Code of Federal Regulations 160.103 (HIPPA) for further information.				
³ See 15 U.S.C. §§ 6801, 6809, 6821, and 6827 (GBLA) for further information.				

SPECIFIC CLASSIFICATION REQUIREMENTS

RESTRICTED: SENSITIVE Classification Table

Action You Are Taking	Protection Required
Storage on Fixed Media	Encrypted
Storage on Exchangeable Media	Encrypted
Copying	Permission of BSU Owner Required
Faxing	Encrypted Link plus Password Protected Recipient Mailbox or Attended Receipt
Sending By Public Network	Encrypted
Disposal	Shredding or Secure Disposal
Release to Third Parties	Owner Approval. BSU Information Owner Approval. Non-Disclosure Agreement Required.
Electronic Media Labeling Required	Restricted Labels, Tags, Directories
Hardcopy Labeling Required	Each Page if Loose Sheets.
	Front and Back Covers, and Title Page if Bound
Internal and External Mail/Shipping Packaging	Address to Specific Person and Label Only on the Inside Envelope
Granting Access Rights	Owner only or with owner permission and periodic review by owner
Tracking Process by Log (paper or electronic log)	Recipients, Copies Made, Locations, Addresses, Those Who Viewed, and Destruction Method. Full life of document.

CONFIDENTIAL: SENSITIVE Classification Table

Action	Requirement
Storage on Fixed Media	Encrypted or a Physical Access Control
Storage on Exchangeable Media	Encrypted
Copying	Permission of Owner Advised
Faxing	Password Protected Recipient Mailbox or Attended Receipt
Sending By Public Network	Encrypted
Disposal	Shredding or Secure Disposal
Release to Third Parties	Owner Approval and Non-Disclosure Agreement Required

Electronic Media Labeling Required	Confidential Labels, Tags, Directories
Hardcopy Labeling Required	Each Page if Loose Sheets
	Front and Back Covers, and Title Page if Bound
Internal and External Mail Packaging	Address to Specific Person but Label Only on the Inside Envelope
Granting Access Rights	Owner Only
Tracking Process by Log (paper or electronic log)	Recipients, Copies Made, Locations, Addresses, Those Who Viewed, and Destruction Method. Full life of document.

PUBLIC & INTERNAL Classification Table

Action	Requirement
Storage on Fixed Media	Encryption Not Advisable
Storage on Exchangeable Media	Encryption Not Advisable
Copying	No Restrictions
Faxing	No Restrictions
Sending By Public Network	Encryption Not Advisable
Disposal	Ordinary Trash Can; Shred Internal Data
Release to Third Parties	Public: No Restrictions; Internal: Restricted to employees, do not release to public
Electronic Media Labeling Required	Release Date plus Classification
Hardcopy Labeling Required	Release Date plus Classification
Internal and External Mail Packaging	Only One Envelope with No Markings
Granting Access Rights	No Restrictions; Internal: Restricted to employees
Tracking Process by Log	Not Advised

Quick Reference Guide by Service

BSU IT Services	Restricted	Confidential	General Internal	Public
Individual & Group Shared Storage	✘	✘	✔	✔
Instant Messaging (Skype)	✘	✘	✔	✔
Microsoft Exchange Email and Calendar	✘	✘	✔	✔
Server Archive: Back-Up Storage	✔	✔	✔	✔
Server Disk Storage (Restricted/Confidential: Encrypted)	✔	✔	✔	✔
SharePoint Service	✘	✘	✔	✔

VoIP (Telephone)	✓	✓	✓	✓
VPN	✓	✓	✓	✓
Web Forms with SSL and Data Categorization	✗	✓	✓	✓
BSU device with disk encryption	✓	✓	✓	✓
BSU instance of WebEx (with recording)	✗	✗	✓	✓
BSU instance of WebEx (without recording)	✗	✓	✓	✓
BSU managed portable device with restricted by function and encryption	✗	✗	✓	✓
BYOD-Unmanaged Mobile Device	✗	✗	✓	✓

REFERENCES

ISO 27002: 7.2.1 Classification guidelines

RELATED DOCUMENTS

Information Classification Policy

APPROVAL AND OWNERSHIP

Created By	Title	Date	Signature
John Husfield	Information Assurance Analyst	10-2014	jch
Approved By	Title	Date	Signature
IT Security Committee	N/A	10-2014	By committee

REVISION HISTORY

Version	Revision Date	Review Date	Description
1.0	MM, DD, YYYY	MM, DD, YYYY	