

Church Education System Information Classifications

	Examples
<p>PUBLIC</p> <p>Information approved for public release that should be protected against loss or change.</p>	<p>Course catalog information University calendar dates Library bibliographic data (e.g. catalog) University department names and contact information</p> <p>Faculty curriculum vitae data:</p> <ul style="list-style-type: none"> • Academic credentials and rank • Published creative works and publication data • Published patent data • Public grant funding <p>Employees in leadership roles such as:</p> <ul style="list-style-type: none"> • President; • Vice Presidents; • College Deans; • Police Chief; etc. <p>Basic campus maps, building abbreviations and addresses</p> <p>Standards based data such as:</p> <ul style="list-style-type: none"> • International Organization for Standardization (ISO) country codes; • International Standard Book Number (ISBN); • Bank Routing Transit Numbers (RTN); • Merchant Category Codes (MCC); etc.

INTERNAL

Moderately sensitive information which is generally accessible within the University to those with a legitimate university purpose and is not intended for entities or persons outside the University.

Note: This is the majority of all information that has been classified.

Student Records:

- Academic record and Grades
- Class (Freshman, etc.)
- Scholarships
- Contact information and photos

Organization charts

University Policies and Procedures

Employee identity and work information:

- Active/Inactive, Part/Full time, Faculty/Staff/Admin, etc.
- Employment actions (Hired, Terminated, Leave)
- Birthday (date and month)
- Contact information and photos
- Time clock and hours worked data
- Travel data

Department budgets and financial transactions

Credit Card last 4 digits

Campus resources and scheduling

<p>CONFIDENTIAL</p> <p>Highly sensitive information where an inappropriate loss, changes, or disclosure could have substantial consequences to the University.</p> <p><i>Note: This is the default classification of all information not yet classified.</i></p>	<p>Admissions questions and answers Ecclesiastical Endorsement</p> <p>Instructor and course ratings Performance and Continuing Faculty Status reviews Patent disclosure data</p> <p>Employee salary data Employee conflict of interest records Employment action reasons</p> <p>Age and Date of Birth (date, month and year) Ethnicity data about an individual Marital status of an individual Restricted people data</p> <p>Credit Cardholder Name, Address and Phone Number</p> <p>Church unit data for people (ward, stake, mission, leader, etc.) Detailed building floor plans Confidential communications such as YMessage</p> <p>Secret questions used to reset passwords</p>
<p>RESTRICTED</p> <p>Information of the highest sensitivity where inappropriate loss, changes, or disclosure could have grave consequences to the University.</p>	<p>Social Security Numbers</p> <p>Credit Card number and/or associated verification number Bank account numbers</p> <p>Health Center medical records and clinical notes Data about people with disabilities or accommodations</p> <p>Personal Identification Numbers (PINs) Passwords and equivalents such as Private Keys and digital signatures The answers to secret questions used to reset passwords</p>

Impact Thresholds and Examples

	Examples
Substantial Consequences	<p>Information disclosure that may be used to steal money from the University.</p> <p>Disclosure of personal information that could lead to identity theft or monetary loss for a small set of individuals, representing a breach of professional expectations by the University.</p> <p>Serious violation of regulatory requirements.</p>
Grave Consequences	<p>Information disclosure that may be used to steal money from others who have entrusted the University with their information, including students, donors, employees, and other patrons.</p> <p>Exposure of a significantly large amount of personal information that may result in significant fines or regulatory violations.</p> <p>Disclosure of information that would put the school, employees, students, alumni, other patrons, or their families in physical danger.</p>