

STANDARD			DATA CLASSIFICATION STANDARD				
Area covered			This Standard is University-wide				
Version	1.0	Approval date	11 March 2016	Effective date	1 March 2016	Next review date	March 2019
Standard Statement							
Purpose			<p>The UNSW Data Classification Standard is a framework for assessing data sensitivity, measured by the adverse business impact a breach of the data would have upon the University. This standard for the University community has been created to help effectively manage information in daily mission-related activities.</p> <p>Determining how to protect & handle information depends on a consideration of the information's type, importance, and usage. The standards outline the minimum level of protection necessary when performing certain activities, based on the classification of the information being handled.</p> <p>The classification applies to University employees (faculty, staff, student employees) and other covered individuals (e.g., affiliates, vendors, independent contractors, etc.) in their handling of University data, information and records in any form (paper, digital text, image, audio, video, microfilm, etc.) during the course of conducting University business (administrative, financial, education, research or service).</p> <p>Responsible Executive: Director, Business Reporting & Intelligence, & Data Governance (BRIDG)</p> <p>Responsible Office: Business Reporting & Intelligence, & Data Governance</p> <p>Contact: Kate Carruthers, Deputy Director, Data Governance Office k.carruthers@unsw.edu.au</p>				
Scope			<p>This standard applies to all data or information that is created, collected, stored or processed by the UNSW, in electronic or non-electronic formats.</p> <p>This Standard applies to all faculty, staff and third-party agents of the University as well as any other University affiliates who are authorised to access UNSW data.</p>				
Are Local Documents on this subject permitted?			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes, subject to any areas specifically restricted within this Document	<input checked="" type="checkbox"/> No		
Standard Process and Actions							

1. Responsibilities

Data owners are responsible for appropriately classifying data.

Data stewards are responsible for labelling data with the appropriate classification and applying required and suggested safeguards.

Data users are responsible for complying with Data Governance Policy, related Standards and Guidelines.

2. Classifications

All data at the University shall be assigned one of the following classifications. Collections of diverse information should be classified as to the most secure classification level of an individual information component with the aggregated information.

Data Classification	Description	Example Data Types
<p>Highly Sensitive</p>	<p>Data that if breached owing to accidental or malicious activity would have a <u>high</u> impact on the University's activities and objectives.</p> <p>This label describes the Intended audience from a restricted UNSW organisational unit or external perspective. Dissemination is based on strict academic, research or business need.</p>	<p>Data subject to regulatory control</p> <p>Medical</p> <p>Children & Young persons</p> <p>Credit Card</p> <p>Research Data (containing personal medical data)</p>
<p>Sensitive</p>	<p>Data that if breached owing to accidental or malicious activity would have a <u>medium</u> impact on the University's activities and objectives.</p> <p>This label describes the Intended audience from a restricted UNSW organisational unit or external perspective. Dissemination is based on strict academic, research or business need.</p>	<p>Student and Staff HR data</p> <p>Organisational financial data</p> <p>Exam material</p> <p>Exam Results</p> <p>Research Data (containing personal data)</p>
<p>Private</p>	<p>Data that if breached owing to accidental or malicious activity would have a <u>low</u> impact on the University's activities and objectives.</p> <p>This label describes the Intended audience from a broad UNSW organisational unit or external perspective. Dissemination is based on academic, research or business need.</p>	<p>Business unit process and procedure</p> <p>Unpublished Intellectual property</p> <p>ITC system design & configuration information</p>
<p>Public</p>	<p>Data that if breached owing to accidental or malicious activity would have an <u>insignificant</u> impact on the University's activities and objectives.</p> <p>This label describes the Intended audience.</p>	<p>Faculty and staff directory information</p> <p>Course catalogues</p> <p>Published research data</p>

Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	President and Vice-Chancellor	11 March 2016	1 March 2016	New Standard
Supporting Information				
Parent Document (Policy)		Data Governance Policy		
Supporting Documents		Data Handling Guideline		
Related Documents		Nil		
Superseded Documents		This is a new Standard		
File Number		2016/09759		
UNSW Statute and / or Regulation <i>Any variation to Policy or Procedure must remain consistent with the parent statute or regulation</i>		Nil		
Relevant State / Federal Legislation		Nil		
Accountabilities				
Responsible Officer		Director, Business Reporting & Intelligence, & Data Governance		
Contact Officer		Deputy Director, Business Reporting & Intelligence, & Data Governance		
Further Information				
Key words for search engine		Data Governance, Data		