

EMU Data Classification Matrix
Referred to in Policy 7.2 Data Classification
Revision Date: January 16, 2009

	Confidential Data	Sensitive Data	Public
Risk	High	Medium	Low

General			
Institution Impact	The negative impact on the institution should this data be incorrect, improperly disclosed, or not available when needed is typically very high.	The risk for negative impact on the institution should this information not be available when needed is typically moderate.	The impact on the institution should Public data not be available is typically low, (inconvenient but not debilitating)
Description	<p>Access to Confidential institutional data must be controlled from creation to destruction, and will be granted only to those persons affiliated with the University who require such access in order to perform their job, or to those individuals permitted by law.</p> <p>Access to confidential data must be individually requested and then authorized by the Functional Security Module Representative who is responsible for the data.</p> <p>Confidential data is highly sensitive and may have personal privacy considerations, or may be restricted by federal or state law.</p> <p>Information which provides access to resources, physical or virtual</p>	<p>Access to Sensitive institutional data must be requested from, and authorized by, the Functional Security Module Representative who is responsible for the data.</p> <p>Access to internal data may be authorized to groups of persons by their job classification or responsibilities (“role-based” access), and may also be limited by one’s employing unit or affiliation.</p> <p>Non-Public or Internal data is moderately sensitive in nature. Often, Sensitive data is used for making decisions, and therefore it’s important this information remain timely and accurate</p>	<p>Access to Public institutional data may be granted to any requester, or it is published with no restrictions.</p> <p>Public data is not considered sensitive.</p> <p>The integrity of “Public” data should be protected, and the appropriate Functional Security Module Representative must authorize replication or copying of the data in order to ensure it remains accurate over time.</p>
Access	Only those individuals designated with approved access and signed non-disclosure agreements	EMU employees and non-employees who have a business need to know	EMU affiliates and general public with a need to know

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General Information	Anything/Everything in the office of General Counsel		
Research Information	Funding/Sponsorship Information Human Subject Information that identifies an individual		
General Examples	Medical Students Prospective Students Personnel Donor or prospect Financial Contracts Physical plant detail Credit card numbers Certain Management Information	Project information, Official university records such as detail financial reports, Human Resources Information, Some research data, Budget Information	Campus Maps Directory Information Email Address Academic course description Aggregated totals
Specific Examples of Confidential Data			
HIPAA-Protected Health Information	Patient Names Street Address City County Zip Code Dates (except year)		

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	<p>Telephone /Fax #</p> <p>Email Content</p> <p>URL's</p> <p>IP #'s</p> <p>Social Security Number</p> <p>Account/Medical Rec # Health plan Beneficiary</p> <p>Certificate/license #</p> <p>Vehicle ID's & serial #</p> <p>Device Id's & serial #</p> <p>Biometric Identifiers</p> <p>Full face Images</p> <p>Any unique identifying number, characteristic or code</p> <p>Payment Guarantor's information</p>		
FERPA – Student Records	<p>Grades (Mid and Final)</p> <p>All GPA</p> <p>PIN</p> <p>Password</p> <p>Gender</p>		<p>The following data may be released unless the student designates otherwise.</p> <p>Name</p> <p>Date and Place of birth</p> <p>Addresses and phone number</p>

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	<p>Ethnicity</p> <p>Race</p> <p>Student Financials</p> <p>Credit Cards</p> <p>Bank Routing Id's</p> <p>Bank Account Numbers</p> <p>Wire transfers</p> <p>Payment History</p> <p>Financial Aid</p> <p>Student Loans</p> <p>Student Tuition Bills</p>		<p>Email address</p> <p>Dates of attendance</p> <p>Enrollment Status</p> <p>Degrees and awards received (including, but not limited to Dean's List)</p> <p>Degrees awarded and dates</p> <p>Major, field of study</p> <p>Institution attended immediately prior to EMU</p>
Donor Information	<p>Name of anonymous donor Graduating class & degree(s)</p> <p>Credit Card</p> <p>Bank Account</p> <p>Social Security Number</p> <p>Amount/what donated</p> <p>Telephone/Fax #</p> <p>Email, URLS</p>	<p>Name of non-anonymous donor</p> <p>Giving level for honor roll purpose</p>	<p>Name of non-anonymous donor for honor roll listing (no giving level specified)</p> <p>Alumni Directory information authorized for publications by the alumni</p>

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	Employment information Family information (spouse/children/grandchildren)		
Financial		Budgets Financial Statement	Audited Financial Statements
Faculty/Staff Housing	Information a Loan Broker would have for Faculty/staff Name/Spouse Credit rating/history Income Levels and sources		
Employee Information	Social Security Number Name Year of birth Garnishment Friends of Court Bankruptcy Home address or personal contact information Performance Reviews PIN	Life Insurance Medical Insurance Plans Benefit Accruals Balances	Salary

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	Password Bank Routing ID's Bank Account Numbers International information such as VISA, passport number, etc		
Vendor Data	Credit Card information Contract Information (between EMU and third party)		

Legal Notice:

- *The information in this matrix is correct to the best of our ability, but the final meaning and interpretation of any item herein is always subject to interpretation by any authoritative agency or court.*