## UL Lafayette Guideline
### Classification of Data

Use these criteria to determine which data classification is appropriate for a particular information or infrastructure system. A positive response to the highest category in any row is sufficient to place that system into that Classification.

**NOTE:** If you are creating a new information system that will store or handle Restricted Data, you should inform the Information Security Office.

<table>
<thead>
<tr>
<th></th>
<th>Restricted Data (highest, most sensitive)</th>
<th>Sensitive Data (moderate level of sensitivity)</th>
<th>Public Data (low level of sensitivity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal requirements</td>
<td>Protection of data is required by law (e.g., see list of specific HIPAA and FERPA data elements)</td>
<td>UL Lafayette has a contractual obligation to protect the data</td>
<td>Protection of data is at the discretion of the owner or custodian</td>
</tr>
<tr>
<td>Reputation risk</td>
<td>High</td>
<td>Medium</td>
<td>Low</td>
</tr>
<tr>
<td>Other Institutional Risks</td>
<td>Information which provides access to resources, physical or virtual</td>
<td>Smaller subsets of protected data from a school or department</td>
<td>General university information</td>
</tr>
<tr>
<td>Access</td>
<td>Only those individuals designated with approved access and signed non-disclosure agreements</td>
<td>UL Lafayette employees and non-employees who have a business need to know</td>
<td>UL Lafayette affiliates and general public with a need to know</td>
</tr>
</tbody>
</table>
| Examples | • Medical  
• Students  
• Prospective students  
• Personnel  
• Donor or prospect  
• Financial  
• Contracts  
• Physical plant detail  
• Credit card numbers  
• Certain management information  
• See below for more specific examples | • Information resources with access to restricted data  
• Research detail or results that are not restricted data  
• Library transactions (e.g., catalog, circulation, acquisitions)  
• Financial transactions which do not include restricted data (e.g., telephone billing)  
• Information covered by non-disclosure agreements  
• Very limited subsets of restricted data | • Campus maps  
• Personal directory data (e.g., contact information)  
• Email |
HIPAA - Protected Health Information

- Patient Names
- Street address, city, county, zip code
- Dates (except year) for dates related to an individual
- Telephone/Fax #'s
- E-mail, URLs, & IP #'s
- Social security numbers
- Account/Medical record #'s
- Health plan beneficiary numbers
- Certificate/license #'s
- Vehicle id's & serial #’s
- Device id's & serial #’s
- Biometric identifiers
- Full face images
- Any other unique identifying number, characteristic, or code
- Payment Guarantor's information

FERPA - Student Records

- Grades
- Student Financial Services (formerly Bursar's office) information
- Credit Card Numbers
- Bank Account Numbers
- Wire Transfer information
- Payment History
- Financial Aid / Grant information
- Student Tuition Bills

Note that the following data may ordinarily be revealed by the University without student consent unless the student designates otherwise.

- Name
- Date of birth
- Place of birth
- Directory address and phone number
- Electronic mail address
- Mailing address
- Campus office address (for graduate students)
- Secondary mailing or permanent address
- Residence assignment and room or apartment number
- Specific quarters or semesters of registration at UL Lafayette
- UL Lafayette degree(s) awarded and date(s)
- Major(s), minor(s), and field(s)
- University degree honors
- Institution attended immediately prior to UL Lafayette
- ID card photographs for University classroom use
Donor Information

- Name
- Graduating Class & Degree(s)
- Credit Card Numbers
- Bank Account Numbers
- Social Security Numbers
- Amount/what donated
- Telephone/Fax #s
- E-Mail, URLs
- Employment information
- Family information (spouse(s) / children / grandchildren)
- Medical History

Faculty/Staff Housing

Essentially all the information a Loan Broker would have for Faculty/Staff.

- Name / Spouse
- Credit rating / history
- Financial worth
- Income levels and sources, etc.

Research Information

- Funding / Sponsorship information
- Human subject information
- Lab animal care information

General Information

- Anything / Everything in the Office of the General Counsel

Employee Information

- Social Security Number
- Salary and payroll information
- Name
- Date of birth
- Home address or personal contact information
- Benefits information
- Performance reviews
- Worker's compensation or disability claims

Business data

- Credit card numbers with/without expiration dates
- Bank account information
- Purchasing card (P-card) numbers
- Social Security or other Taxpayer ID numbers
- Contract information (between UL Lafayette and third parties)

Management data

- Detailed Monthly Expenditure Statements
- Detailed annual budget information
- Faculty Annual Conflict of Interest Disclosures
- University's investment information
- Faculty evaluations