

### Data Classification Chart

	Restricted Information	Confidential Information	Unrestricted Information
<b>Information Classification Guideline</b>	Information is classified as "Restricted" if protection of the information is required by law/regulation or Juniata is required to self-report to the government and/or provide notice to the individual if information is inappropriately accessed. It would otherwise qualify as "Prohibited" but it has been determined by Juniata that prohibiting information storage on Computing Equipment <u>would significantly reduce</u> faculty/staff/student effectiveness when acting in support of the college's mission.	Information is classified as "Confidential" if (i) it is not considered to be Restricted and is not generally available to the public, or (ii) it is listed as Confidential in the "Classification of Common Data Elements" below.	Information is classified as "Unrestricted" if it is not considered to be Restricted or Confidential.
<b>Classification of Common Data Elements</b>	<p>Social Security Numbers</p> <p>Credit Card Numbers</p> <p>Financial Account Numbers, such as checking or investment account numbers</p> <p>Driver's License Numbers</p> <p>Health Information, including Protected Health Information (PHI)</p> <p>Passport and visa numbers</p> <p>Export controlled information under U.S. laws</p> <p>Student Records (Class Rosters, Grades)</p>	<p>Unpublished Research Data</p> <p>Faculty/staff employment applications, personnel files, benefits information, salary, birth date, and personal contact information</p> <p>Admission applications</p> <p>Donor contact information and non-public gift amounts</p> <p>Privileged attorney-client communications</p> <p>Non-public Juniata policies and policy manuals</p> <p>Juniata internal memos and email, and non-public reports, budgets, plans, and financial information</p> <p>Non-public contracts</p> <p>College employee and student ID numbers</p>	<p>Published Research Data</p> <p>Information authorized to be available on or through Juniata website without Juniata user authentication</p> <p>Information in the public domain</p> <p>Certain policy and procedure manuals designated by the owner as public</p> <p>Campus maps</p> <p>Job postings</p> <p>Certain college contact information not designated by the individual as "private"</p>
<b>Access Protocol</b>	Access limited to those permitted under law, regulation and Juniata's policies, and with a need to know.	Access limited to those with a need to know, at the discretion of the data owner or custodian.	Anyone may access Unrestricted information. However, care should always be taken to use all college information appropriately and to respect all applicable laws. Information that is subject to copyright must only be distributed with the permission of the copyright holder.
<b>Transmission</b>	Encryption is required when transmitting information through a network. Third party email services are not appropriate for transmitting Restricted information. Restricted numbers may be Masked instead of encrypted.	Encryption is strongly recommended when transmitting information through a network. Third party email services are discouraged for transmitting Confidential information.	No encryption is required for Unrestricted information.
<b>Storage</b>	Encryption is required if the information is not stored on a central server. Third party processing or storage services are not appropriate for receiving or storing Restricted information unless approved by the appropriate VP.	Encryption is highly recommended if the information is not stored on a central server. Check with the data owner before storing Confidential information unencrypted. Third party processing or storage services may receive or store Confidential data if Juniata has a valid contract with the vendor that includes a satisfactory Privacy/Data Confidentiality Agreement.	No encryption is required for Unrestricted information. Care should still be taken to protect the integrity of Unrestricted information.