

Information Classification

Guidelines for selecting appropriate classification of information

	Public	Internal	Confidential	Highly Confidential
<i>Definition</i>	Information which <ul style="list-style-type: none"> • may, or must, be available to the public; • and has been formally approved for public release. 	Information which <ul style="list-style-type: none"> • is generally accessible within the University to those employees with a legitimate university purpose; and • must be protected against unauthorized use, access, disclosure, acquisition, modification, loss, or deletion. 	Information which <ul style="list-style-type: none"> • requires special handling and controls specific to each work environment that limit access and use; and • is considered by the University's senior management to be private and confidential; and • must be protected against unauthorized use, access, disclosure, acquisition, modification, loss, or deletion. 	Information which <ul style="list-style-type: none"> • requires the strictest rules of handling and usage; • is protected and/or regulated by statutes, policies, or regulations; and • may also include information for which an Information Trustee has exercised his or her right to restrict access.
<i>Examples</i>	Course catalog Directory University stats.	Organization charts University policies Student records	Contracts Non-disclosure agreements Donor contact information	Social security number Medical records Passwords

General Rules

- Information should be classified at the appropriate level. Over classifying makes needed information less accessible.
- All Information is treated as Confidential until it is officially classified.
- Information provided via a Data Sharing Agreement cannot be shared with others unless specified in the agreement.

BYU (Internal) Request

	Public	Internal	Confidential	Highly Confidential
<i>Permission needed from ...</i>		Requestor's supervisor	Information Steward	Information Steward
<i>Data Sharing Agreement (DSA)</i>			required	required
<i>Data accessible to ...</i>	anyone	BYU employees*	specified in DSA	specified in DSA

* Active BYU employees with a legitimate university need as determined by the requester's line supervisor.

External Request

	Public	Internal	Confidential	Highly Confidential
<i>Permission needed from ...</i>		Information Steward	Information Steward	Information Steward
<i>Review by General Counsel</i>		required	required	required
<i>Data Sharing Agreement (DSA)</i>		required	required	required
<i>Data accessible to ...</i>	anyone	specified in DSA	specified in DSA	specified in DSA

For additional details, see InfoHub.byu.edu