

Information Classification

Classification	Public	Internal	Restricted	Highly Restricted
Definition	Information publicly available to anyone both inside and outside of the university.	Information only available to users within the University such as staff, contractors and students.	Information only accessible to specific individuals that have approved permissions which are regularly and independently reviewed and updated.	Information only accessible to a small number of people that have approved permissions which are regularly and independently reviewed and updated.
Permission type	None required	Individual and group permissions suitable	Individual and group permissions are suitable. Least privilege best practice should be followed	Individual access should be granted, group permissions should be avoided where possible. Least privilege best practice must be followed
Impact if the information is breached	None	Minor financial and/or reputational damage to the University which may result in the reporting of a minor data privacy breach.	Moderate reputational and/or financial damage to the University which may result in the reporting of a moderate data privacy breach.	Significant financial and/or reputational damage to the University which may result in the reporting of a significant data privacy breach
Types of Information - See Information Handling guidelines for further examples	Publicly available Information which may include but not limited to; <ul style="list-style-type: none"> • Campus Information • Published course Information and timetables • Marketing materials • News Items • Public Events • Publications/Published papers • Emergency or published University contact details 	Internal Information may include but not limited to: <ul style="list-style-type: none"> • Approved targeted Internal Communications • Policies/Procedures/Standards/Guidelines • Supplier Information • University contact Information for staff not including Personally identifiable information (PII) 	Restricted Information may include but not limited to: <ul style="list-style-type: none"> • Contract Information • Course materials including digital media and hard copies • Non-Disclosure agreements • Payslips/Pension information • Staff and Student Personally identifiable information (PII) not including special category and health related details • Usernames/LoginID 	Highly Restricted Information may include but not limited to: <ul style="list-style-type: none"> • Exam papers • Financial, HR and legal information • Passwords • Staff and Student special category and health related details • Research data • Security information both physical and technical