Utah Tech University Policy

463 C: University Information Security Data Classification Visual Aids

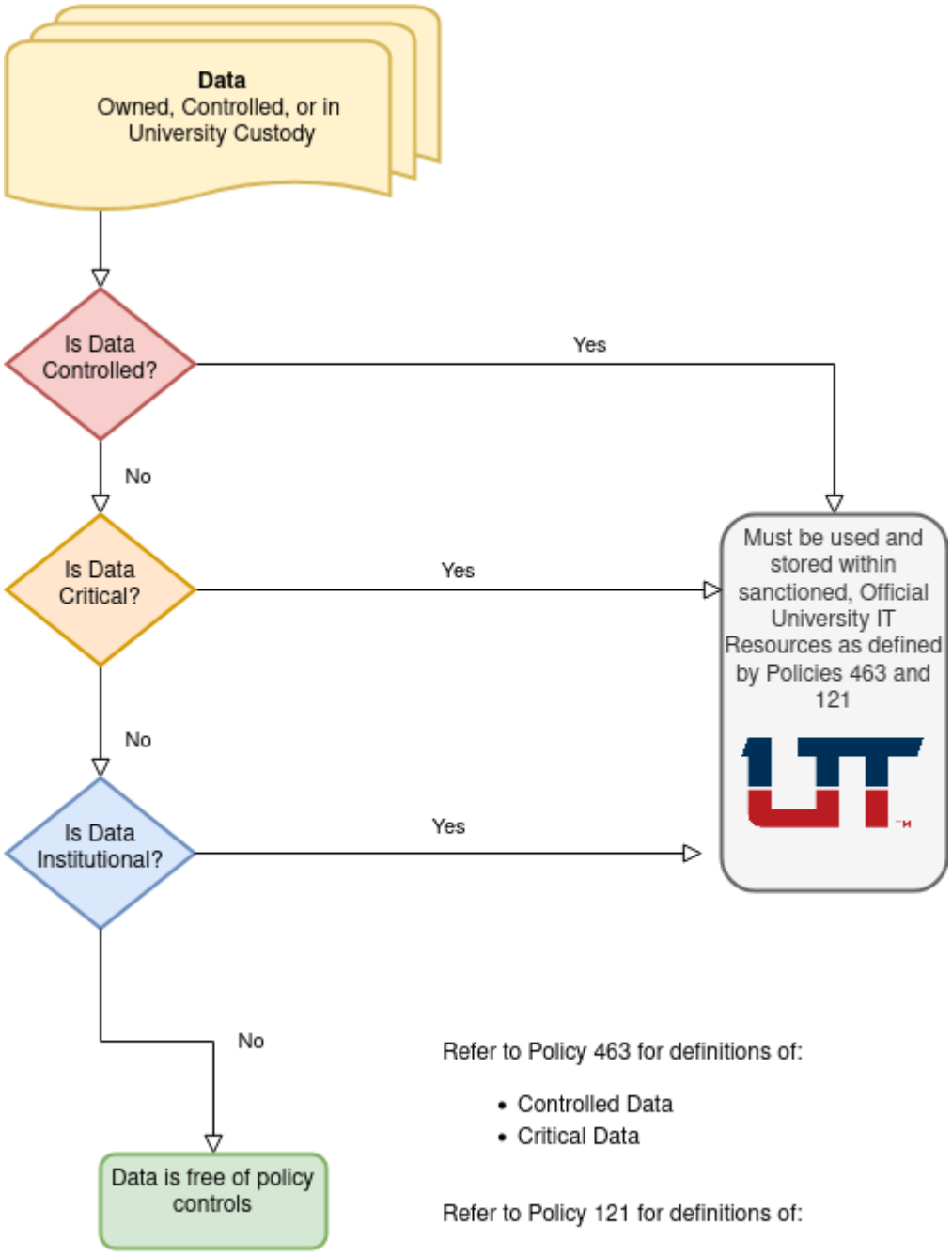
I. Purpose

1.1 The following is a classification matrix of IT Security data as defined by policy 463. Its purpose is to provide a visual aid to better understand how data is classified and what controls or considerations must be considered for each security classification of data. Data in Red (Restricted) and Yellow (Internal) are considered controlled information, while data in Green is considered uncontrolled. The examples given are not comprehensive. Other forms of data may fall into these classifications regardless of whether they are explicitly listed in the "Controlled Data Matrix."

II. IT Security Data Classification Matrix

		Examples	Controls
Controlled Data	**Restricted Data** **RED**	• Non-directory FERPA data • Social Security Numbers • Personal financial data (e.g., credit cards and bank accounts) • Health Records • Other personal data with a requirement or expectation to maintain confidentiality	• Always controlled, typically by Federal/State laws and regulations or through contract. • Assigned University Data Trustee oversees and must approve all uses of Restricted data. • Must be used and/or stored within sanctioned, official University IT Resources. • Must be appropriately protected in all phases of collection, storage, processing, and disposal. • May be public disclosed in rare circumstances, always through proper channels; no uncontrolled release.
	Internal Data **YELLOW**	• University financial records • Contracts / purchasing data • University / departmental plans and other records • IT / Facilities system configurations • Other proprietary University data with a requirement or expectation to maintain confidentiality	• May be controlled by Federal/State laws or through contract. • Assigned University Data Trustee oversees all uses of Internal data. • Must be used and/or stored within sanctioned, official University IT Resources. • Must be appropriately protected in all phases of creation/collection, storage, processing, and disposal. • May be publicly disclosed in certain circumstances through proper channels; no uncontrolled release.
	Uncontrolled Data **GREEN**	• Public Web information • Course Catalog • All other University data	• Uncontrolled data. No security expectation of confidentiality or special protections required. • May be subject to other data controls. E.g. classified as institutional data via Policy 121

III. Data Decision Flowchart



Policy Owner: Vice President of Administrative Affairs
Policy Steward: Chief Information Officer

History:
Approved 11/10/23
Revised 0/0/00