

**Glyndwr University - Information Classification Scale (as referred to in the University's Information Security Policy)**

	<b>Public</b>	<b>Open</b>	<b>Confidential and Sensitive</b> (additional conditions and safeguards must be applied for 'special category' – data that can cause harm or distress to an identifiable individual if generally released including on individuals)	<b>Secret</b>
<b>Impact if the information is made public:</b>	<b>None</b>	<b>Low</b> May result in very minor reputational or financial damage to the University; May result in very minor privacy breach for an individual	<b>Medium/High</b> Could substantially damage reputation of the University, Have a substantial financial effect on the University or a third-party, Would result in a serious privacy breach to one or more individuals	<b>Critical</b> May damage national security
<b>Definition:</b>	May be viewed by anyone, inside or outside the organisation	Available to people at the University who are in one of other of these groups: 'staff', postgraduate researchers' and 'taught students'	Access is controlled and restricted to a group of people. (These may be people who are members of the University and also people who are members of other organisations) Access is restricted to a small number of people who are listed by name.	Postgraduate researchers who have been explicitly cleared and vetted for access Information shared with 3 <sup>rd</sup> parties e.g. Police
<b>Description:</b>	<p><b>Public Information assets may include but are not limited to:</b></p> <ul style="list-style-type: none"> <li>- Publications</li> <li>- Press releases</li> <li>- Course information</li> <li>- Principal University contacts for public facing roles i.e name e- mail address and landline telephone number</li> <li>- Public events</li> </ul> <p><b>N.B. where the incident relates to loss or potential loss of payment card data, then the process outlined in the PCI DSS Incident Response Management Procedure must be followed</b></p>	<p><b>Open information assets may include but are not limited to:</b></p> <ul style="list-style-type: none"> <li>- Contact information for most staff (e.g. name, role, e-mail address and University telephone number)</li> <li>- Policies, procedures and guidelines</li> <li>- Internal University communications</li> <li>- University internal events</li> </ul>	<p><b>Confidential information assets may include but are not limited to:</b></p> <ul style="list-style-type: none"> <li>-Personal details and identifiable information e.g. name/address/telephone number/email address/date of birth/ passport/IP address</li> <li>-Wage slips</li> <li>-Death certificates</li> <li>-Employee contract information</li> <li>-Non Disclosure Agreement</li> <li>- Student transcripts</li> <li>- Examination papers</li> <li>- Staff/student medical records</li> <li>- certain medical research data</li> <li>- Research papers intended to lead to patentable results (If research is ongoing and has not been published)</li> <li>- Details of servers and server rooms</li> <li>- Passwords</li> <li>- Investigations/disciplinary proceedings</li> <li>- Submitted patents/Intellectual Property Rights</li> <li>-University and third party contract/supplier information</li> <li>-Market sensitive information (e.g. concerning some property purchases)</li> </ul> <p><b>Special Category and Criminal Conviction Personal Data</b></p> <ul style="list-style-type: none"> <li>- Financial data</li> <li>-National Insurance Number</li> <li>-Bank Details including sort code/account number</li> <li>-Racial or ethnic origin</li> <li>-Political opinions</li> <li>-Religious or philosophical beliefs</li> <li>-Trade union membership</li> <li>-Genetic data</li> <li>-Biometric data (where used for identification)</li> <li>-Health</li> <li>-Sex life or sexual orientation</li> <li>-Criminal convictions and offences</li> </ul>	<p>Access is subject to or obtained under the Official Secrets Act or equivalent.</p> <p>Access and disclosure pursuant to s.26 Counter Terrorism and Security Act 2015</p>

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