Appalachian STATE UNIVERSITY

Guidance on Data Storage and Sharing

Data Classification Level Information must be classified according to the highest (most restrictive) data classification category applicable to any individual data element in the information.		**Examples**	**Secure Storage & Exchange**
Confidential Data ***High Security***	Unauthorized disclosure and/or loss of control of confidential data may reasonably result in significant financial losses, unacceptable risks, or impair the efficient conduct of the University mission.	• Personal Identifiers: Birthdate, SSN, Driver's license number, Passport or Immigration number, and Mother's Maiden Name • Financial Data: Credit Card Numbers, Bank Account Numbers • Authentication Data: Biometric Information, Passwords, Digital Signatures • Protected Health Information	**Approved Storage** • Banner • Fortis • uStor **Secure Exchange** • Filelocker
Sensitive Data ***Medium Security***	Sensitive data is private data that must be protected, but has a lesser degree of impact associated with unauthorized disclosure and/or loss of control versus confidential data.	• Personally identifiable information including home address, and marital status • Personnel Data including beneficiary and dependent information	**Approved Storage** • Banner • Fortis • uStor • University computers • App State Google Drive **Secure Exchange** • Filelocker
Internal Data ***Standard Security***	Proprietary data or information produced only for use by University members with a legitimate purpose to access such data.	• Internal policies, procedures, and memos • Budget and salary information	Internal Data should only be stored and shared via University owned, maintained, or purchased devices, solutions, and services.
Public Data ***Minimum Security***	Institutional information that has few restrictions and/or is intended for public use.	• Directory information • Presentations • Press releases	There are no security restrictions or guidance needed for Public Data.

9/2015 http://security.appstate.edu/resources/policies_and_standards/data_class_guideline for more information. Questions? Email security@appstate.edu