

Nottingham Trent University - Information Classification

	Highly confidential (highly restricted)	Confidential (restricted)	Open (internal)	Public
Impact (if information is made public):	High May cause substantial damage to the University, including financial damage. Result in a serious privacy breach to one or more individuals.	Medium May cause harm or distress to individuals and have a reputational, financial or privacy impact on the University	Low Minimal harm but may result in minor reputational or financial damage to the University	None (Information must still be accurate and up to date)
Definition:	Access restricted to only a small number of named people.	Information which is access controlled or restricted.	Information available to staff and students of the University (including researchers).	Viewable by anyone, inside or outside the University
Description of information (examples):	May include but is not limited to: <ul style="list-style-type: none"> • Bank details (account number / sort code); • Financial data; • Staff/student medical information; • Sensitive personal data; • Student transcripts; • Examination papers; • Details relating to IS security such as servers/server rooms; • Passwords and log in details; • Disciplinary / investigation information; • Research information (IP / patentable identifiable information); • Market sensitive information; • Commercial contractual information. 	May include but is not limited to: <ul style="list-style-type: none"> • Personal and identifiable information such as: Name / address / date of birth / telephone number / email address / national insurance number; • Wellbeing of a member of staff; • Contract of employment information; • Wage/salary information; • Non-disclosure agreements. 	May include but is not limited to: <ul style="list-style-type: none"> • Internal university communications; • Policies & procedures; • Information released in response to a Freedom of Information request; • Information not yet available for formal publication. 	May include, but is not limited to: <ul style="list-style-type: none"> • Website information; • Press releases; • Publications; • Events; • University contacts (name, email, telephone).
Data Storage Options:	On premise network drives; or Cloud solutions where terms are approved by IS / Legal Services.	On premise network drives; or Cloud solutions where terms are approved by IS / Legal Services	On premise network drives; or Cloud solutions where terms are approved by IS / Legal Services; or One Drive for business; or SharePoint.	On premise network drives; or Cloud solutions where terms are approved by IS / Legal Services; or One Drive for business; or SharePoint.