

DATA CLASSIFICATION AT UMASS Lowell

At UMass Lowell, University data falls into four categories: restricted, confidential, operational use only, or public. Each category denotes a unique level of sensitivity and has specific access and handling requirements. Refer to this [document](#) to find out how the data you work with is classified.

	RESTRICTED	CONFIDENTIAL	OPERATIONAL USE ONLY	UNCLASSIFIED
Defined As	<p>University data with the highest level of sensitivity.</p> <p>Loss, corruption, or unauthorized disclosure of this data poses the greatest risk to University operations and will result in business, financial, or legal loss. Civil and criminal penalties may apply.</p> <p>Protected by federal or state regulations and University policy.</p>	<p>Sensitive data that often involves issues of personal privacy.</p> <p>Loss, corruption, or unauthorized disclosure of this data would impact University operations, and result in business, financial, or legal loss.</p> <p>Protected by federal or state regulations and University policy.</p>	<p>Information critical to the University's academic, research, and business operations that requires a higher degree of handling than unclassified data.</p>	<p>Public information the University does not have a legal, policy, or contractual obligation to protect.</p>
Sensitivity	Very High	High	Medium	Low
Legal & Policy Background	<p>State legislation: M.G.L. Ch. 93H</p> <p>Federal legislation: Health Insurance Portability & Accountability Act (HIPAA), International Traffic in Arms Regulations (ITAR), Export Admissions Regulations (EAR)</p> <p>Industry regulations: Payment Card Industry Data Security Standard (PCI - DSS)</p> <p>UMass Lowell Policies</p>	<p>University policies: Information Security Policy, Data & Computing Standards</p> <p>State legislation: M.G.L. Ch. 93H</p> <p>Federal legislation: Family Educational Rights & Privacy Act (FERPA), Fair & Accurate Credit Transactions Act (FACTA), Gramm–Leach–Bliley Act (GLB)</p>	<p>University Data & Computing Standards</p>	<p>University Data & Computing Standards</p>
Risk	<p>Very high. Restricted data that is lost, corrupted, or accessed without authorization would:</p> <ul style="list-style-type: none"> Violate state and federal laws and University policy Impair the academic, research, and business functions of the University Result in business, financial, or legal loss 	<p>High. Confidential data that is lost, corrupted, or accessed without authorization would violate state and federal laws and University policy, and result in business, financial, or legal loss.</p>	<p>Medium. No financial or legal loss if data is lost, mishandled, or compromised</p>	<p>Low. No negative impact. This data is public by Definition.</p>
Examples	<ul style="list-style-type: none"> Ethnicity Social Security Numbers Credit card numbers Bank account numbers Medical records (a.k.a. individually identifiable health information) 	<ul style="list-style-type: none"> Names in combination with driver's license numbers or state identification card numbers Student grades, advising notes, and other education records Student and employee IDs Students' or parents' financial records Visa & passport information 	<ul style="list-style-type: none"> System configuration/ log files Staff meeting notes Business process documentation Campus infrastructure plans 	<ul style="list-style-type: none"> Student directory information (unless restricted) Campus maps Schedule of Classes & Course Catalog Policies