Enterprise Data Standard

UNIVERSITY OF SOUTH CAROLINA
Chief Data Officer

Data Standard Info

Data Classification Schema	**and Potentially Applicable Items**		
Reference ID	EDS 1.04	**Date**	06/21/2016
Asset Classification <this document>	**Public Information**		
Data Classification <related data element(s)>	Public Information		
Steward of this Standard	Chief Data Officer		
Contact	Mike Kelly	kellymc2@mailbox.sc.edu 803-777-5230	
Status	**APPROVED.** Approved by unanimous consent of Data Administration Advisory Committee on 06/13/2016.		

USC Data Standard

Purpose and Use

This standard documents USC's data classification schema, as defined in UNIV 1.51 (*pending approval*) and reflects the State of South Carolina standard. Data Stewards and Users should reference this standard to appropriately categorize data elements and data assets, and to determine the privacy and security of those items.

Definition of Data Classification (per UNIV 1.51)

I.B.4.Data Classification describes parameters of a Data Element reflecting risk, sensitivity, data type, whether the Data Element contains Personally Identifiable Information (PII), and what controls and measures must be applied to protect it from unauthorized access and use. Data Classification also applies to assets, including storage hardware and systems, media, transmission or presentation, information systems, databases, and other data assets. If multiple data elements with different classifications are present in an asset, whether individually or combined, the asset's classification is equivalent to the highest classification of any data element present. The university adheres to the State of South Carolina data classification schema:

a) Public Information: Information intended or required for sharing with the public.
b) Internal Use: Non-sensitive information that is used in daily operations of the university.
c) Confidential: Sensitive information used by the university, including PII.
d) Restricted: Highly sensitive information used by the university that is protected by statutory penalties if disclosed in an unauthorized manner, including PII.

Required Actions & Procedures

a. Data Stewards "determine and document classification of data elements and assets" per UNIV 1.51, I.A.5.

<table>
<tr><td></td><td colspan="3">b. Data and Information privacy and security protections, standards, and guidelines should reference this Standard, and/or UNIV 1.51and UNIV 1.52.
<u>Justifications</u>
a. Per UNIV 1.51 version 06/07/2016, Reason for Revision, “Approval of this new policy is linked to repeal of UNIV 1.50 Data Access (revised August 6, 2010). This new policy adopts the emerging discipline and best practice of Data and Information Governance for the university system, building upon concepts of cooperative data administration originally embodied in former UNIV 1.50. It authorizes data governance programs, assigns primary responsibility to the Chief Data Officer, <u>aligns the university Data Classification schema to the State of South Carolina schema</u>, and instantiates the Data & Information Strategy Council.”</td></tr>
<tr><td>Definition</td><td colspan="3">See above</td></tr>
<tr><td>Also known as</td><td colspan="3">Data Types; PII</td></tr>
<tr><td>Disambiguation</td><td colspan="3">n/a</td></tr>
<tr><td>Sample Values</td><td colspan="3">Public Information; Internal Use; Confidential; Restricted</td></tr>
<tr><td>Caveats and Exceptions</td><td colspan="3">Schema is subject to change should the State of South Carolina amend or alter the state’s official schema.</td></tr>
<tr><td>Revision</td><td colspan="3">Requests for revision, additions, or other changes and suggestions may be submitted at any time to the Contact listed above. Following initial approval and adoption, the Contact may make non-substantive changes at any time; substantive changes will require approval by the appropriate group (e.g. DAAC, Data Stewardship Council, or Data Standards Committee).</td></tr>
<tr><td rowspan="3">Approval Log</td><td><u>Entity or Official</u></td><td><u>Authorization</u></td><td><u>Date</u></td></tr>
<tr><td>Data Administration Advisory Committee</td><td>All</td><td>06/13/2016</td></tr>
<tr><td>Chief Data Officer (Steward of this Standard)</td><td>M. Kelly</td><td>04/08/2016</td></tr>
<tr><td rowspan="3">Change Log</td><td><u>Date</u></td><td colspan="2"><u>Comments</u></td></tr>
<tr><td>06/14/2016</td><td colspan="2">Changed status to Approved, per agreement of the Data Administration Advisory Committee on 6/13/2016.</td></tr>
<tr><td>04/08/2016</td><td colspan="2">New Standard drafted by M. Kelly</td></tr>
<tr><td>See also</td><td colspan="3">UNIV 1.51 Data and Information Governance (pending approval)
UNIV 1.52 Responsible Use of Data, Technology, and User Credentials (pending approval)</td></tr>
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EDS 1.04: Data Classification Level and Potentially Applicable Data Items

Adapted from State of South Carolina Enterprise Privacy Office 'Data Classification Schema and Guidelines' v.2.0 / 07.15.2015

RESTRICTED	CONFIDENTIAL	INTERNAL USE	PUBLIC INFORMATION
• Federal tax information received from, or derived from, the IRS or secondary sources (IRS Pub. 1075) • Protected Health Information (HIPAA/HITECH) • Individual financial information subject to GLBA • Social Security numbers • Debit or credit card numbers • Driver's license information or State identification card information • Bank account numbers or information with personal identification numbers (PINs) or passwords • Passport numbers • Child welfare and legal information about minors (juvenile justice, foster care and/or adoption) • Witness protection information • DNA record & profile contained in the State DNA database • Dates of birth (if linked to other information about a person) • Student education records ○ **NOTE:** In accordance with FERPA, the University Registrar lists USC's Directory Information at http://registrar.sc.edu/html/ferpa/ferpa1.stm; Consent from a student is not generally required for the release of directory information, and it may be viewed and released to the public unless the student has placed an affirmative restriction on its release with the University Registrar's Office.	• Biometric identifiers • Photographs of individual people • Pension/Retirement benefit information (actual amounts) • Personal demographics (race, place of birth, weight, religion) • Unpublished information about agency personnel • All information exempt from disclosure pursuant to §30-4-40 of the SC Code of Laws (SC Freedom of Information Act) • Information received from and/or about a business (tax information, business plans) • Security plans, network architecture, etc. • Passwords	• Agency policies, procedures, and/or standards • Training materials • Internal meeting information • Direct telephone line numbers to staff • Personal email addresses • Home telephone numbers • Employee home address information • Aggregated data • Emergency contact information	• Public-facing website content • Publicly distributed information • Meeting agendas • Brochures • Press releases • Agency contact information