

# Information Technology Policy and Procedures

## Standard: Data and System Classification

Policy Title: Data and System Classification Standard	Approval Date: 8/10/2010
Policy ID: 5102s	Effective Date: 5/18/2020
Oversight Executive: VP for IT & CIO	Review Date: 7/1/2023

### 1. Purpose

The purpose of this standard is to define data and system classification criteria, responsibilities and requirements.

### 2. Policy

- A. Data Classifications Radford University defines three (3) data classifications used by Data Owners to classify University data:

**Highly Sensitive** - University data which, because of its potential risk in the event of disclosure, alteration, or destruction is approved for use only on a very limited basis and with special security precautions. This includes personally identifiable information that can lead to identity theft exposure. The following data is defined as Highly Sensitive:

- Social Security Number
- Driver's license number or state identification number issued in lieu of a driver's license number;
- Passport or Visa information number;
- Financial bank account numbers, credit card or debit card numbers;
- HR defined (a)8 (i)-14.pp9.9 (ia)10.7 (l)(d)-0.8 (o)io [(9Tf -0.001 T543.217 0 Td [(9.9 (e.)Tj) /T

Rights and Privacy (FERPA) employee information, or other information defined by s confidential

public use (e.g. university course listings,



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The example below shows a completed matrix for ABC Systems

IT System Classification Matrix
SystemName ABC Systems
System Owner: J. Smith

Data Owner: P. Jones

