



Level 4
Restricted
SSN, PII, GLBA

Level 3
Confidential
FERPA, Employee Eval

Level 2
Internal
Business Records, Budgets

Level 1
Public
Website, Marketing

1. Data Classification Levels

Level 4 – Restricted	Level 3 – Confidential	Level 2 – Internal	Level 1 - Public
This data classification is for data that is high risk because it is sensitive and highly confidential in nature. The loss of the data's confidentiality, integrity, or availability will cause exceptionally grave damage to RIC's mission, safety, finances, or reputation. Privacy and security for this data classification are typically required by law or contract. Access to this type of data shall require authorization from leadership and proof of legitimate need-to-know for access by College employees.	This data classification is for data that is moderate risk because it should be kept confidential. The loss of the data's confidentiality, integrity, or availability can cause harm to RIC's mission, safety, finances, or reputation. Privacy and security for this data classification may be required by law or contract. Access to this type of data shall require authorization and proof of legitimate need-to-know for access by College employees.	This data classification is for data that is low risk and includes information that is not openly shared with the public but is not specifically required to be protected by statute or regulation. The loss of the data's confidentiality, integrity, or availability will not directly cause financial loss or any legal, contractual, or regulatory violations, but might otherwise cause unintended/unnecessary/unfavorable impact to the College, individuals, or affiliates.	This data classification is for data that is minimal risk . The loss of the data's confidentiality, integrity or availability will not cause harm to RIC's mission, safety, finances, or reputation, and the College has chosen or is required to disclose it to the public. Public data should be fully anonymized and disaggregated as appropriate.



2. Data Classification Examples

Level 4 – Restricted	Level 3 – Confidential	Level 2 – Internal	Level 1 - Public
<ul style="list-style-type: none">• Protected Health Information (PHI)• Personally Identifiable Information (PII)• Social Security Numbers• Payment Card Industry Data Security Standard (PCI DSS)• Gramm-Leach-Bliley Act (GLBA) data• Controlled Unclassified Information (CUI)• Federal Information Security Management Act (FISMA) regulated data• Information protected by non-disclosure agreements	<ul style="list-style-type: none">• Family Educational Rights and Privacy Act (FERPA)• Proprietary business plans and reports• Patent-pending information• Personnel records and evaluations• Login credentials• Non-public contracts• Intellectual property	<ul style="list-style-type: none">• Budgetary plans• Salary information• Departmental policies and procedures• Internal memos• Unpublished research• Routine business records• Email messages	<ul style="list-style-type: none">• Public business phone and email directory• Course catalogs• Public research findings• IPEDS data and other publicly reported data• Public websites• General benefits data• Press releases, and newsletters