

Guidance For Classifying Information and Data at the University of Otago

This document provides simple guidance to our University Community on how to classify your information and data at the University.

If you have information you cannot classify, please Contact AskOtago.

	Operational Examples	Research Examples	Teaching Examples
<p>Public</p> <p>Definition Information is already publicly available or authorised for public release by an appropriate University authority with control over the relevant information.</p>	<ul style="list-style-type: none"> • General access data on www.otago.ac.nz • Material is already publicly available. • programme regulations • published research data or publications. 	<ul style="list-style-type: none"> • Public Access data repositories 	<ul style="list-style-type: none"> • A Lecture • Curriculum Plans • Lesson Plans • Open Source Material
<p>Internal Use</p> <p>Definition Information about university operations, disclosure would not adversely affect the University.</p>	<ul style="list-style-type: none"> • Administrative emails not containing personal information. • internal administrative process documents. • Someone's full name, qualifications, and fact of employment details. Without any further identifiable personal information 	<ul style="list-style-type: none"> • Preliminary research data that are intended for publication at a later stage. • Data that are subject to an expedited ethics approval for a low-risk application. • Drafts of research papers, Laboratory instrumental data. • Non-public research data with multi-organisation collaboration 	<ul style="list-style-type: none"> • Assignments • Assignment Specifications

	Operational Examples	Research Examples	Teaching Examples
<p>Business Confidential</p> <p>Definition Information is non-public strategic or commercial business information. Disclosure would adversely affect the University.</p>	<ul style="list-style-type: none"> • Examples include business cases, and emails referring to business opportunities. • Technical documents, such as system configurations. 	<ul style="list-style-type: none"> • Data may be the subject of a patent application for intellectual property protection. • Contracts for significant research funding, and data sharing arrangements with other organisations. • Commercially sensitive data, including data classified as confidential information in commercial research and consulting contracts. • Data subject to export controls. • Data subject to the University of Otago's ethics processes. • Data about cultural, ethnic groups, or Māori data in general (Māori Data Sovereignty). 	

	Operational Examples	Research Examples	Teaching Examples
<p>Private Confidential</p> <p>Definition Confidential information is non-public personal information about any identifiable individuals (students, staff, or others). Disclosure would adversely affect the University.</p>	<ul style="list-style-type: none"> • An identifiable Individual’s personal information, including racial or ethnic origin, political opinions religious or philosophical beliefs, trade union membership, genetics, biometrics, health, sex life, sexual orientation and criminal convictions. • It may also include employee performance or remuneration details, financial information (such as bank account and credit card details) • Disciplinary information. 	<ul style="list-style-type: none"> • Research data involving human participants. • Research data that has specific handling requirements including NHI, and HIPPA data • Interviews, and/or video recordings involving children. 	<ul style="list-style-type: none"> • Student health information. • Assignments submitted for grading • Grades. • Official transcripts.
<p>Restricted</p> <p>Definition Information is highly sensitive. Disclosure would adversely affect the University.</p> <p>Please note that no system is ready (without specific configuration) to store or process Restricted data. If you think your data is Restricted, then please contact cybersecurity@otago.ac.nz</p>	<ul style="list-style-type: none"> • Information about threats to and attacks against the University or its community. i.e. Foreign Interference, Criminal activity, active terrorist threats. • Super user/Domain Admin/Global Admin credentials. • Government Data Classified “For Official use Only” or “Protected”. 	<ul style="list-style-type: none"> • Strategically significant study data for example, The Dunedin or Christchurch Study Databases. • Information with NZ national security classification of Restricted, Confidential, Secret or Top Secret, e.g. research data that is Trusted Research-Protective Security Requirements. • Data that could endanger participants if exposed (e.g., studies 	

	Operational Examples	Research Examples	Teaching Examples
		involving political dissent in authoritarian countries)	