

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

<p><b>Business Confidential</b></p> <p><b>Definition</b> Information is non-public strategic or commercial business information. Disclosure would adversely affect the University.</p>	<ul style="list-style-type: none"> <li>• Examples include business cases, and emails referring to business opportunities.</li> <li>• Technical documents, such as system configurations.</li> </ul>	<ul style="list-style-type: none"> <li>• Data may be the subject of a patent application for intellectual property protection.</li> <li>• Contracts for significant research funding, and data sharing arrangements with other organisations.</li> <li>• Commercially sensitive data, including data classified as confidential information in commercial research and consulting contracts.</li> <li>• Data subject to export controls.</li> <li>• Data subject to the University of Otago's ethics processes.</li> <li>• Data about cultural, ethnic groups, or Māori data in general (Māori Data Sovereignty).</li> </ul>	
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<p><b>Private Confidential</b></p> <p><b>Definition</b> 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"> <li>• 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.</li> <li>• It may also include employee performance or remuneration details, financial information (such as bank account and credit card details)</li> </ul>	<ul style="list-style-type: none"> <li>• Research data involving human participants.</li> <li>• Research data that has specific handling requirements including NHI, and HIPPA data</li> <li>• Interviews, and/or video recordings involving children.</li> </ul>	<ul style="list-style-type: none"> <li>• Student health information.</li> <li>• Grades.</li> <li>• Official transcripts.</li> </ul>
<p><b>Restricted</b></p> <p><b>Definition</b> 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 <a href="mailto:cybersecurity@otago.ac.nz">cybersecurity@otago.ac.nz</a></p>	<ul style="list-style-type: none"> <li>• Examples include disciplinary information, highly sensitive business cases, and</li> <li>• Super user/Domain Admin/Global Admin credentials.</li> <li>• Government Data Classified "For Official use Only" or "Protected"</li> </ul>	<ul style="list-style-type: none"> <li>• Strategically significant study data for example, The Dunedin or Christchurch Study Databases.</li> <li>• Information with NZ national security classification of Restricted, Confidential, Secret or Top Secret, e.g. research data that is Trusted Research-Protective Security Requirements.</li> <li>• Data that could endanger participants if exposed (e.g., studies involving political dissent in authoritarian countries)</li> </ul>	