

DATA CLASSIFICATION AND HANDLING

Effective Date: January 31, 2021
Last Revised: August 19, 2022

DATA TYPE EXAMPLES

The capitalized terms used herein are defined in the [Data Classification and Handling](#) policy.

DATA TYPE EXAMPLE CATEGORIES INCLUDE:

- _____
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- _____

Data Type	Level 1 Public Data	Level 2 Internal Data	Level 3 Sensitive Data	Level 4 Highly Sensitive Data
Directory Information	<p>Employee titles and campus email address and telephone numbers, if not marked as restricted</p> <p>NAU User ID (NAU UID) – not to be listed in a public forum or large aggregate lists</p> <p>Student directory information, if not marked as restricted</p> <ul style="list-style-type: none"> - name, major, officially recognized sports/activities participation - enrollment status - degrees and awards received - dates of attendance, most 		<p>Employee personal telephone number, personal email address, personal mailing address</p> <p>Parent or other family member names, emergency contact information</p> <p>Student directory information as listed in level 1, if marked as restricted</p>	

			Physical description Social Security Number Tax Identification Numbers	
Student Records		Prospective student and student applicant personal information	Educational records, including disciplinary records Educational services received	

University Research

Anonymously recorded data (human subjects data) posing no harm to participants (as determined by the Institutional Review Board)

Research data from any public source, such as US Census public data

Research data or findings intended for public disclosure

Research data that has been de-identified (human subjects data) and poses no harm to participants (as determined by the Institutional Review Board)

Identifiable interview / survey information (human subjects data)

Limited Data Sets obtained from a covered healthcare entity through a Data Use Agreement

Research data containing identifiable bio-specimen data

Research proposals, methods, protocols, and disclosures

Restricted Data Sets

- data with indirect identifiers (human subjects data)
- data obtained through an external data owner with an agreement containing restrictions

Unpublished research data

Controlled Unclassified Information (CUI)

Defense Federal Acquisition Regulation Supplement (DFARS)

Export controlled research information (International Traffic in Arms Regulation (ITAR) and Export Administration Regulations (EAR))

Human subjects research, deemed by the Institutional Review Board to pose harm