

EMPLOYMENT SENSITIVE DATA

Data Element	Classification	Share within unit?	Share with other units?	Share with other schools?	Share with government?	Share with the media?	Encrypted Transport?	Store on non-University servers?
Applicant Interview Results	High Risk	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Employee Benefit Claim Info	High Risk	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Benefit enrollments	High Risk	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Workman's Comp	High Risk	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Increase / Decrease in Life Insurance	High Risk	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Retirement Information	High Risk	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Annuities, Salary Reduction Agreements	High Risk	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Payroll Information	High Risk	Business	Business	Business	Business	Never	Yes	Only with authorization and contract

Educational or Business means that in order for the information to be shared, there must be a legitimate educational or business need to share the data. If you are unclear if such a need exists, please talk to your supervisor.

Encrypted Transport means that the information must be only be transmitted using encrypted tools such as NetFiles or PEAR.

For more detailed information about these classifications please visit: <http://www.cites.uiuc.edu/security/sensitivedata/classification.html>

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Personnel Issues	Confidential	Business / Educational	Business / Educational	Business / Educational	Business / Educational	Never	Yes	Only with authorization and contract
New Employee Debt Issuance	Confidential	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Employee Debt Payments	Confidential	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Information Gathered on Prospective Applicant	Confidential	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Resume	Confidential	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
General Pay Range for Position Opening	Public	Yes	Yes	Yes	Yes	Through Office of Public Affairs	Yes	Only with authorization and contract
Employee Compensation	Public	Yes	Yes	Yes	Yes	Through Office of Public Affairs	Yes	Only with authorization and contract

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