

GENERAL IDENTIFICATION 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?
Social Security Numbers	High Risk	Business / Educational	Business / Educational	Business / Educational	Business / Educational	Never	Yes	Only with authorization and contract
Driver's License Number	High Risk	Business / Educational	Business / Educational	Business / Educational	Business / Educational	Never	Yes	Only with authorization and contract
State Identification Card Number	High Risk	Business / Educational	Business / Educational	Business / Educational	Business / Educational	Never	Yes	Only with authorization and contract
Certificate / License Numbers	High Risk	Business / Educational	Business / Educational	Business / Educational	Business / Educational	Never	Yes	Only with authorization and contract
Student Date of Birth	Confidential	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Age	Confidential	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Employee Gender	Confidential	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Religion	Confidential	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Marital Status	Confidential	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Color or Race	Confidential	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>

GENERAL IDENTIFICATION 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?
Photographs / ID Cards	Confidential	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Student Cardholder Accounts	Confidential	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Convictions	Confidential	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Veteran Status	Confidential	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Telephone or Fax Numbers	Confidential	Business	Business	Business	Business	Never	Yes	Only with authorization and contract
Student Directory Information ***	Public	Yes	Yes	Yes	Yes	Through Office of Public Affairs	Yes	Only with authorization and contract
Email Address ***	Public	Yes	Yes	Yes	Yes	Through Office of Public Affairs	Yes	Only with authorization and contract
Date and Place of Birth ***	Public	Yes	Yes	Yes	Yes	Through Office of Public Affairs	Yes	Only with authorization and contract
Student ***	Public	Yes	Yes	Yes	Yes	Through Office of Public Affairs	Yes	Only with authorization and contract

*** Some student data is considered public unless the student evokes their FERPA rights to suppress their information. For more information about FERPA please visit OAR's FERPA web site at <http://www.oar.uiuc.edu/staff/ferpa>

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>