

University of Bristol - Information Classification Scheme
(as referred to in the University's Information Security Policy)

	Public	Open	Confidential	Confidential and Sensitive (Previously - Strictly Confidential)	Secret
Impact if the information is made public:	None	Low May result in very minor reputational or financial damage to the University; May result in very minor privacy breach for an individual	Medium An Intermediate reputational, financial or privacy impact. May make it less likely that the University would be trusted with similar information in future	High Could substantially damage reputation of the University, Have a substantial financial effect on the University or a third-party, Would result in a serious privacy breach to one or more individuals	Critical May damage national security
Definition:	May be viewed by anyone, inside or outside the organisation	Available to people at the University who are in one of other of these groups: 'staff', postgraduate researchers' and 'taught students' (NB this is not the same thing as 'everyone with an account at the University', as that might include affiliates at other organisations, alumni, etc)	Access is controlled and restricted to a group of people. (These may be people who are members of the University and also people who are members of other organisations)	Access is restricted to a small number of people who are listed by name.	Known only to a very small number of UoB staff and postgraduate researchers who have been explicitly cleared and vetted for access
Description:	Public Information assets may include but are not limited to: - Publications - Press releases - Course information - Principal University contacts for public facing roles i.e name e-mail address and landline telephone number - Public events	Open information assets may include but are not limited to: - Contact information for most staff (e.g name, role, e-mail address and University telephone number) - Internal University communications - Policies/procedures/Guidelines	Confidential information assets may include but are not limited to: - Personal details and identifiable information e.g name /address/telephone number/email address/date of birth/National Insurance Number) - Information relating to the private well being of a University member - Wage slips - Death certificates - Employee contract information - Non-Disclosure Agreements	Strictly Confidential information assets may include but are not limited to: - Bank details (sort code/account number) - Financial data - Student transcripts - Examination papers - staff/student medical records - certain medical research data - Research papers intended to lead to patentable results (If research is ongoing and has not been published) - Details of servers and server rooms - Passwords - Investigations/disciplinary proceedings - Submitted patents/Intellectual Property Rights -University and third party contract/supplier information -Market sensitive information (eg concerning some property purchases)	Access is subject to or obtained under the Official Secrets Act or equivalent.

Last Updated September 2017