

## University of Bristol – Information classification scheme

(as referred to in the University's [Information Security Policy](#))

This is not an exhaustive list but should give an idea of the main categories of University information and the level of risk associated with them.

	Public	Open	Confidential	Strictly confidential	Secret
<b>Risk level</b>	None	Low	Medium	High	Critical
<b>Definition</b>	May be viewed by anyone, anywhere in the world	Available to all authenticated members of staff	Available only to authorised and authenticated members of staff	Access is controlled and restricted to a small number of authenticated members of staff	Known only to a very small number of authenticated members of staff
<b>Types of information</b>	<ul style="list-style-type: none"> <li>▪ Term and closed dates</li> <li>▪ Staff names, job titles and work contact details*</li> <li>▪ Prospectus</li> <li>▪ Job adverts (excluding internal only positions)</li> <li>▪ Press releases</li> <li>▪ Faculty names codes and addresses</li> <li>▪ Programme, unit and school/department names</li> <li>▪ HESA subject and fee status codes</li> <li>▪ Staff publications</li> <li>▪ Salary bands / grades of individual job roles</li> </ul>	<ul style="list-style-type: none"> <li>▪ Internal only University policies, processes and guidelines</li> <li>▪ Non-private calendar entries</li> <li>▪ Internal only job adverts</li> <li>▪ Internal staff communications</li> <li>▪ Student name, email address and course</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff/student addresses and personal details</li> <li>▪ Emergency contact / next of kin details</li> <li>▪ Staff/student photographs</li> <li>▪ Staff Pathway</li> <li>▪ Student admission/registration details</li> <li>▪ Individual student exam timetables</li> <li>▪ Student assessment marks</li> <li>▪ Any personal data not listed above or included under 'Strictly confidential'</li> </ul>	<ul style="list-style-type: none"> <li>▪ Exact staff salary details</li> <li>▪ Any identifiable medical details (relating to physical or mental health)</li> <li>▪ Racial or ethnic origin of an individual</li> <li>▪ Sexuality or sexual life of an individual</li> <li>▪ Criminal activity or alleged criminal activity relating to an individual</li> <li>▪ Religious beliefs of an individual</li> <li>▪ Trade union membership</li> <li>▪ Bank account/payment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff/student passwords</li> <li>▪ Any information subject to or obtained under the Official Secrets Act</li> </ul>

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<b>Risk level</b>	None	Low	Medium	High	Critical
	<ul style="list-style-type: none"> <li>▪ Strategies, policies and procedures</li> <li>▪ Organisational and departments structures</li> <li>▪ Annual report and financial statements</li> <li>▪ Agendas and minutes of University committees and working groups (minus any reserved business)</li> <li>▪ Patented intellectual property</li> <li>▪ Any other information subject to disclosure under the Freedom of Information Act or listed in the University's <a href="#">Publication Scheme</a></li> </ul>			<p>card details</p> <ul style="list-style-type: none"> <li>▪ Exam candidate numbers</li> <li>▪ Commercially sensitive information</li> <li>▪ Legally privileged information</li> <li>▪ Intellectual property that is under development and subject to patent</li> <li>▪ Any information subject to a confidentiality agreement</li> <li>▪ Research data containing identifiable information</li> <li>▪ Research data that is 'owned' by a third party</li> </ul>	

\*Staff contact details can be made non-public on application to the University Secretary where it is considered there is a legitimate reason to do so. This removal could be either temporary or permanent depending on the circumstances.