
QUICK REFERENCE: DATA CLASSIFICATION AND HANDLING

Effective: 09-19-2017

1.0 PURPOSE

Classification of data is a critical element of any mature information security program and fundamental to securing New York Six Liberal Arts Consortium (NY6) information assets. This Quick Reference has been developed to assist, provide direction to and govern all entities of the organization regarding identification, classification and handling of information assets.

2.0 DEFINITIONS

Data: Information in a specific representation, usually as a sequence of symbols that have meaning.

Data Asset: Any entity comprised of data. The terms “information asset” and “data asset” are used interchangeably throughout this document.

Source: Committee on National Security Systems Instruction No. 4009 (CNSSI-4009)

3.0 QUICK REFERENCE – COMMON DATA ASSETS

The following Quick Reference chart illustrates the most common data assets and their classification. This chart is provided for reference purposes only and is not intended to supersede the Data Classification Policy or Procedure.

COMMON DATA ASSETS			
	Confidential	Sensitive	Public
Common Data Assets	<ul style="list-style-type: none"> Privileged attorney client communications Social Security Numbers Credit Card Numbers Financial Account Numbers, such as checking or investment account numbers Driver's License Numbers Health Insurance Policy ID Numbers Federally Protected Student Data under FERPA (e.g. Student Performance & Disciplinary Records) Personally Identifiable Information (PII) Student Loan Information under GLBA (e.g. Financial Aid Status, Bank Account Numbers, Personal Tax Records) Protected Health Information (PHI) under HIPAA & NYS MHL (e.g. Health Insurance Information, Physical & Mental Health Condition) Credit Card Holder Data under PCI-DSS (e.g. PAN, CVV, Expiration Dates, Track Data) Donor Information (e.g. CHD, Bank Account Information, Stock / Investment & Estate Records, Names, Addresses, Donation Amounts) ADA Accommodation Information Title IX Case Information 	<ul style="list-style-type: none"> Faculty and staff employment applications, personnel files, benefits information, salary, birth date, and personal contact information Admission applications Donor contact information and non-public gift amounts Non-public policies and policy manuals Internal memos and email, and nonpublic reports, budgets, plans, and financial information Non-public contracts University and employee ID numbers 	<ul style="list-style-type: none"> Information authorized to be available on or through public website without authentication Certain policy and procedure manuals designated by the owner as public Campus maps Job postings Contact information not designated by the individual as "private" Information in the public domain

New York Six Liberal Arts Consortium

Colgate University, Hamilton College, Hobart & William Smith Colleges
St. Lawrence University, Skidmore College, Union College

COMMON DATA ASSETS			
	<ul style="list-style-type: none"> • User Credentials (e.g. Passwords, Passcodes, PINs) • Government Issued IDs (e.g. Passport Numbers, Visa Documents) • Criminal Records (e.g. Information Gathered or Generated in EGP Investigations or Processes, Campus Safety Records) 		

4.0 QUICK REFERENCE - USAGE

The following Quick Reference chart illustrates the most common usage for various data assets and their permissibility. This chart is provided for reference purposes only and is not intended to supersede the Data Classification Policy or Procedure.

The following definitions apply:

- Yes – Data assets with the given classification can be stored, processed or transmitted in or on the application, device or media described permitted that all relevant security controls for the classification, as defined in Step 5 of the Procedure document, have been applied.
- No – Data assets with the given classification can never be stored, processed or transmitted in or on the application, device or media described regardless of the security controls that have been applied.

USAGE – UNION COLLEGE			
	Confidential	Sensitive	Public
Applications			
AVST Voicemail System	No	Yes	Yes
Colleague (All Modules)	Yes	Yes	Yes

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	Confidential	Sensitive	Public
Credit Card Payment Systems (All)	Yes	Yes	Yes
Ensemble	No	No	Yes
Google Chat	No	No	Yes
Google Drive	No*	Yes	Yes
Google Mail	No*	Yes	Yes
ImageNow	Yes	Yes	Yes
iModules	Yes	Yes	Yes
IFAS	Yes	Yes	Yes
Maxient	Yes	Yes	Yes
MUSE (WordPress)	No	No	Yes
Nexus (Moodle)	Yes	Yes	Yes
Online Housing System	Yes	Yes	Yes
Panopto	No	No	Yes
Pinnacle Hosted Billing System	Yes	Yes	Yes
PyraMed	Yes	Yes	Yes
Social Media (Facebook, Twitter, LinkedIn, YouTube, Instagram, etc.)	No	No	Yes
Terra Dotta	Yes	Yes	Yes
WebEx	No	No	Yes
Devices and Media			
Multifunction Devices for Document Management and Distribution (Printer, Fax, Photocopier and Email)	Yes	Yes	Yes
Laptops - Union College	Yes	Yes	Yes
Laptops - Personal	No	No	Yes
Desktops - Union College	Yes	Yes	Yes
Desktops - Personal	No	No	Yes
Removable Media - Campus Owned (Flash Drives, CDs, DVDs, and External Drives)	Yes	Yes	Yes
Removable Media - Personally Owned (Flash Drives, CDs, DVDs, and External Drives)	No	No	Yes
Smartphones and Tablets - Union College	No	Yes	Yes
Smartphones and Tablets - Personal	No	No	Yes
Fileshare (UFiles)	Yes	Yes	Yes
Fileshare (Zeus)	Yes	Yes	Yes

*Confidential files are permitted only if all relevant security controls for the classification, as defined in Step 5 of the Procedure document, have been applied.

6.0 REFERENCES

- Policy – New York Six (NY6) Data Classification and Handling
- Procedure – New York Six (NY6) – Data Classification and Handling
- Committee on National Security Systems Instruction No. 4009 (CNSSI-4009)

7.0 REVISION HISTORY

Version	Date	Author	Revisions
1.00	02-10-15	GreyCastle Security	Original
1.01	04-01-15	GreyCastle Security	Union College Updates
1.02	05-06-15	GreyCastle Security	Union College Updates
1.03	02-04-16	GreyCastle Security	Union College Updates
1.04	02-18-16	GreyCastle Security	Union College Updates
1.05	03-02-16	GreyCastle Security	Union College Updates
1.06	03-03-16	GreyCastle Security	Union College Updates
1.07	03-04-16	GreyCastle Security	Union College Updates
1.08	03-09-16	GreyCastle Security	Union College Updates
1.09	03-15-16	GreyCastle Security	Union College Updates
1.10	04-19-16	GreyCastle Security	Union College Updates
1.11	05-09-16	GreyCastle Security	Union College Updates

1.12	05-25-16	Union College	Union College Updates
1.13	02/02/17	Union College	Union College Updates
1.14	09-18-17	GreyCastle Security	Union College Updates

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