

## Information and Record Classification Levels

	Restricted	Confidential	Internal	Public
	Very sensitive information. Breach reasonably expected to result in significant harm.	Sensitive information. Breach may result in significant harm.	Not sensitive information. Breach not likely to result in significant harm.	
<b>Definition</b>	Highly sensitive information or records that require additional protective safeguards.	Sensitive business or personal information.	Information or records that are used by a unit within UNBC, and not approved for distribution outside of the University.	Factual information or records that have been approved for public release.
<b>Examples</b>	Wellness records, banking information, student appeals, etc.	Student records, employee evaluations, employee records, etc.	Meeting notes of informal meetings, planning documentation, general email correspondence, etc.	Promotional materials, information on UNBC website, syllabi, etc.
<b>Recommended Management of Information</b>	<p>Access to information is role-based and limited to those roles that require the information to complete their operational duties.</p> <p>Stored within a controlled-access system (e.g., password protected, locked filing cabinet).</p> <p>User access is routinely audited.</p>	<p>Access to information is role-based and limited to those roles that require the information to complete their operational duties.</p> <p>Stored within a controlled-access system (e.g., password protected, locked filing cabinet).</p>	Access is limited to employees and authorized users for business-related purposes.	Proactively provide this information to the public in a convenient way.