



# PENN DATA RISK CLASSIFICATION

## CATEGORIES

Rev. 1.0

	LOW	MODERATE	HIGH
Classification	<ol style="list-style-type: none"> <li>The data is intended for public disclosure, or</li> <li>The loss of confidentiality, integrity, or availability of the data or system would have no adverse impact on the University's mission, safety, finances, or reputation and the loss would have no adverse impact on any individual.</li> </ol>	<ol style="list-style-type: none"> <li>The data is not generally available to the public; or</li> <li>The loss of confidentiality, integrity, or availability of the data or system could have a mildly adverse impact on the University's mission, safety, finances, or reputation or the loss would have a mildly adverse impact on any individual.</li> </ol>	<ol style="list-style-type: none"> <li>Protection of the data is required by law/regulation and Penn is required to report to the government and/or provide notice to the individual if the data is inappropriately accessed; or</li> <li>The loss of confidentiality, integrity, or availability of the data or system could have a significant adverse impact on the University's mission, safety, finances, or reputation or the loss would have a significant adverse impact on any individual.</li> </ol>
Examples	<ul style="list-style-type: none"> <li>PennKey user name</li> <li>PennId</li> <li>Information authorized to be available on or through Penn's website without PennKey authentication</li> <li>Policy and procedure manuals designated by the owner as public</li> <li>Job postings</li> <li>University directory information that has been designated for public view.</li> <li>Publicly available campus maps</li> <li>Research data (at data owner's discretion), subject to any IRB restrictions</li> </ul>	<ul style="list-style-type: none"> <li>Student education records and admission applications (excluding K-12 student records)</li> <li>Non-public Penn policies and policy manuals</li> <li>Non-public contracts that do not relate to a sensitive matter</li> <li>Penn internal memos and email, non-public reports, budgets, plans, financial information that do not contain High Risk data</li> <li>Engineering, design, and operational information regarding Penn infrastructure</li> <li>University directory information that has been designated for Penn view or otherwise restricted</li> <li>Unpublished research data (at data owner's discretion), subject to any IRB restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>Health Information, including Protected Health Information (PHI)</li> <li>Mental health records</li> <li>Biometric data (e.g., DNA, fingerprint)</li> <li>PennKey password and other system credentials</li> <li>Health Insurance policy ID numbers</li> <li>Social Security Numbers</li> <li>Credit card numbers</li> <li>Financial account numbers</li> <li>Location Data that actively tracks an individual</li> <li>Export controlled information under U.S. laws</li> <li>Driver's license numbers or other government- issued ID numbers</li> <li>Passport or visa numbers</li> <li>Student, faculty or staff disciplinary records</li> <li>Certain HR records (salary, performance)</li> <li>Donor contact information and non-public gift information</li> <li>K-12 student records and any data related to minors</li> <li>Information concerning the types, location and security of potentially hazardous materials and equipment</li> </ul>

