



POLICY STATEMENT 124 STANDARD 1 DATA CLASSIFICATION

POLICY DIGEST

Monitoring Unit: Office of Information Technology

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Last Revised: none

I. PURPOSE

As an institution of higher education, Louisiana State University at Eunice (University” or “LSU Eunice”) is charged with maintaining systems and data for administrative and academic purposes. These assets are critical to the mission of the University, and the acceptable use of these systems and data sets must be managed with a formalized Data Management policy.

A major element of protecting the University’s data sets is ensuring that all datasets are appropriately classified to indicate sensitivity of the data.

The purpose of this standard is to define data classification and management of data classification.

II. DEFINITIONS

Asset. A resource, process, product, information infrastructure, etc. whose loss or compromise could intangibly affect its integrity, availability, or confidentiality or it could have a tangible dollar value. The loss or compromise of an asset could also affect LSU Eunice’s ability to continue business.

Data. Any information residing on the University Information Technology (IT) Infrastructure or held on any other IT Infrastructure on behalf of the University. This data includes files, documents, messages in any format, including e-mail messages and posts made on any Social Media site maintained by/for the University or its units. All data created and/or maintained by a User is also subject to this Policy, even if the data is created and/or stored on the User’s own personal computer, smartphone, or other personal device.

Data Functional Owner. Organizational representatives who have planning and decision-making responsibilities for data, related to their functional area. They are members of the academic or functional areas of the University (e.g., Registrar, Director, Associate Director, Assistant Director, Associate/Assistant Dean, or equivalent).

Data Stewards. Operational managers in a functional area with day-to-day responsibilities for managing business processes and establishing business rules for production transaction systems and associated datasets.

User. Any individual or entity that utilizes an asset. A user can be an individual, application, information system, network, etc.

42 **III. STANDARDS**

43 A. LSU Eunice must establish a Data Governance subcommittee under the purview of LSU
44 Eunice Office of Information Technology Governance framework. The responsibilities of
45 Data Governance subcommittee must be defined by IT Governance.

46 B. Data Functional Owners must classify data sets, under their purview, with one of the
47 following classification levels based on sensitivity of data (Refer to Appendix A for
48 additional details):

49 1. Confidential

50 2. Private

51 3. Public

APPENDIX A

53 LSU Eunice Data classifications are outlined in the table below. Applicable legal requirements,
 54 risk levels, access requirements, and data element examples are included.

	Confidential Data (highest, most sensitive)	Private Data (moderate level of sensitivity)	Public Data (low level of sensitivity)
Legal Requirements	Protection of data is required by law (i.e., HIPAA, FERPA, GLBA, etc.)	LSU Eunice has a contractual obligation to protect the data	Protection of data is at the discretion of the owner or custodian
Reputation Risk	High	Medium	Low
Other Institutional Risk	Information which provides access to resources, either physical or virtual	Smaller subsets of protected data from a school or department	General University information
Access	Only those individuals designated with approved access, signed non-disclosure agreements, and a need-to-know	LSU Eunice employees and non-employees who have a business need-to-know	LSU Eunice affiliates and public with a need-to-know
Examples	<ol style="list-style-type: none"> 1. Student education records 2. Individuals' health records and information 3. Human subjects research data that identifies individuals 4. Prospective students 5. Personally Identifiable Financial Information 6. Campus Security Systems and Details 7. Credit card numbers 8. Certain management information 9. Social Security Numbers 10. Government restricted and/or classified Information 11. LSU Eunice identification numbers 12. Financial transactions of students and employees 13. Personnel Records (Although certain records contained within employee personnel files may be "public records" subject to disclosure, personnel files should be maintained as confidential data and disclosure of "public records" shall only be made 	<ol style="list-style-type: none"> 1. Information resources with access to confidential data 2. Research data or results that are not confidential data, if classified as such by the Researcher(s) 3. Information covered by nondisclosure agreements 4. Materials for performance of official duties 5. Proprietary information of LSU Eunice or others contained within proposals, contracts, or license agreements 	<ol style="list-style-type: none"> 1. Campus maps 2. Personal directory information (e.g., contact information) 3. Departmental websites 4. Academic course descriptions 5. News Information posted on University website 6. Budgets 7. Purchase Orders

	after a case-by-case determination.)		
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56 **IV. REVISION HISTORY**

Version	Date	Change Description	Edited By
0.1	04/20/2022	Initial Draft	OIT

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