

Standard: GP0003.02	Category: General Provisions	Version Date: 09/02/2009
Title: <b>Information Classification</b>		Effective Date: 03/31/2005
Originating Unit: Security Program for the Information and Computing Environment Project		Last Review: 06/17/2009
Reviewer: HSC Chief, Information Security		Next Review: 06/17/2012

**Purpose:**

The purpose of this Information Classification Standard is to provide a framework for protecting UF Health Science Center (UF HSC) information. Consistent use of this classification system will facilitate business activities, and assist HSC Units in deciding the appropriate level of resources to allocate based on the inherent risk in the information used in their operation.

**Reference:**

1. Florida Statute, Chapter 119 - Public Records

**Standard:**

This standard is not intended to nor does it impinge upon the provisions of the Florida Statute, Chapter 119 - Public Records.

In order to protect information from unauthorized disclosure, use, modification, and deletion, an information classification system has been designed as follows (see below for definitions):

- Restricted – Highest level.
- Sensitive – Second highest level.
- Operational – Third highest level.
- Unrestricted – Lowest level.

No distinctions are made for purposes of this standard between the words: data, information, knowledge, and wisdom. Information must be consistently protected throughout its life cycle, from its origination to its destruction. It also must be protected in a manner commensurate with its sensitivity regardless of where it resides, what form it takes, what technology was used to handle it, or what purpose(s) it serves. Although this standard provides overall guidance, to achieve consistent information protection users will be expected to apply and extend these concepts to fit the needs of day-to-day operations.

Collections of diverse information should be classified as to the most secure classification level of an individual information component within the aggregated information (*e.g.*, when information of mixed classification exist in the same database,

file, report, *etc.*, the classification of that database, file, or report should be that of the highest level of any individual data element within the content of the database, file, or report).

**Definitions:**

- **Restricted** - information whose loss, corruption or unauthorized disclosure, would seriously and adversely impact the academic, business or research functions of UF HSC. The impacts on UF HSC could include any violation of privacy, business, financial, legal or other contracts, or a violation of federal or state laws/regulations. Examples include, but are not limited to, statutorily protected medical information, patient medical charts, and litigation documents.
- **Sensitive** - information whose loss, corruption or unauthorized disclosure would tend to impair the business or research functions of UF HSC, or result in potential business, financial, or legal loss. Examples include, but are not limited to, research work in progress in which a disclosure would adversely affect the University’s competitive advantage, animal research protocols, department financial information, purchasing information, and UF HSC strategy documents.
- **Operational** - information whose loss, corruption or unauthorized disclosure would result in minimal business, financial or legal loss BUT involves issues of convenience, ease of operation, personal credibility, reputation, or other issues of personal privacy. Examples include, but are not limited to, phone directories, internal training materials, and internal policy manuals.
- **Unrestricted** - information that does not fall into any of the other information classifications. This information may be made generally available without specific information owner’s designee or delegate approval. Examples include, but are not limited to, advertisements, job opening announcements, and press releases.

**Classification Requirements:**

When classifying information the following rules apply based on how important (high, medium or low) it is to keep it confidential, how important its integrity is, and how important it is to be available.

Confidentiality	Integrity	Availability	Classification
High	High, Medium or Low	High, Medium or Low	Restricted
Medium or Low	High	High, Medium or Low	Sensitive
Medium or Low	Medium or Low	High	Sensitive
Medium	Medium	Medium	Sensitive
Low	Medium	Medium	Operational
Low	Low	Low	Unrestricted