

## University of Bristol Information Classification Scheme

Classification	Impact if the information is made public	Definition	Description
Public	None.	May be viewed by anyone inside or outside the organisation	Public information assets may include but are not limited to: <ul style="list-style-type: none"> <li>• Publications</li> <li>• Press releases</li> <li>• Course information</li> <li>• Principle University contacts for public facing roles, such as names, email addresses and landline telephone number</li> <li>• Public events.</li> </ul>
Open	Low. May result in very minor reputational or financial damage to the University. May result in very minor privacy breach for an individual.	Available to people at the University who are in one of other of these groups: 'staff', 'postgraduate researchers' and 'taught students'. Note: this is not defined as 'everyone with an account at the University', as that would include other account holders such as affiliates at other organisations and alumni.	Open information assets may include but are not limited to: <ul style="list-style-type: none"> <li>• Contact information for most staff (including name, role, email address and University telephone number)</li> <li>• Internal University communications</li> <li>• General policies, procedures and guidelines.</li> </ul>
Confidential	Medium.. An intermediate reputational, financial or privacy impact. May make it less likely that the University would be trusted with similar information in future.	Access is controlled and restricted to a group of people. This may be people who are members of the University and people who are members of other organisations.	Confidential information assets may include but are not limited to: <ul style="list-style-type: none"> <li>• Personal details and identifiable information, including name, address, telephone number, email address, date of birth, National Insurance Number)</li> <li>• Information relating to the private wellbeing of a University member</li> <li>• Wage slips</li> <li>• Death certificates</li> <li>• Employee contract information</li> <li>• Non-Disclosure Agreements.</li> </ul>
Confidential and Sensitive	High. Could substantially damage reputation of the University. Have a substantial financial effect on the University or a third-party. Would result in a serious privacy breach to one or more individuals.	Access is restricted to a small number of people who are listed by name.	Confidential and sensitive information assets may include but are not limited to: <ul style="list-style-type: none"> <li>• Bank details</li> <li>• Financial data</li> <li>• Student transcripts</li> <li>• Examination papers</li> <li>• Staff or student medical records</li> <li>• Certain medical research data</li> <li>• Research papers intended to lead to patentable results (If research is ongoing and has not been published)</li> <li>• Details of servers and server rooms</li> <li>• Passwords</li> <li>• Investigations and disciplinary proceedings</li> <li>• Submitted patents and Intellectual Property Rights</li> <li>• University and third-party contract/supplier information</li> <li>• Market sensitive information (for example concerning some property purchases).</li> </ul>
Secret	Critical. May damage national security.	Known only to a very small number of named staff and postgraduate research students who have been explicitly cleared and vetted for access.	Access is subject to or obtained under the Official Secrets Act or equivalent.

For any data you need to process or otherwise use, refer to this classification scheme in the first instance. You should assume that anything not covered defaults to Confidential and Sensitive.