

INFORMATION SECURITY CLASSIFICATION EXAMPLES

The majority of University material ought to be unrestricted as the University is publicly accountable and operates in the spirit of openness. The examples provided below are a guide and not a defined list, as the circumstances of each case must be considered in order to assess the harm that might occur to any individuals⁽¹⁾ concerned, or the impact on the University, should the information be lost, stolen, disclosed to unauthorised persons or corrupted. If you wish to add more examples, or have any comments or queries, please contact information.governance@manchester.ac.uk.

HIGHLY RESTRICTED	<ul style="list-style-type: none"> • Impact if lost, stolen, misused or corrupted - significant adverse effect on individuals or the University; • For use by a tightly defined group of users and deals with issues that they are exclusively authorised to handle
<p>Sensitive personal data (defined as Special Category data by Data Protection law) consisting of information as to:</p> <ul style="list-style-type: none"> • race or ethnic origin • political opinions • religious or philosophical beliefs • trade union membership • genetic data • biometric data (where used for identification purposes) • health • sex life or sexual orientation <p>This includes photographs which in some circumstances can indicate ethnicity or religious beliefs.</p> <p>Personal data relating to criminal convictions and offences.</p>	<p>Information that links one or more identifiable living persons with information about them which, if released would put them at significant risk of harm or distress eg:</p> <ul style="list-style-type: none"> • Financial information eg salary, National Insurance Number, bank account details, tax, benefit or pensions records, debt information • Credit or debit card details – NOTE: these must not be recorded ANYWHERE (apart from University-owned accounts) and if provided to the University they must be destroyed or deleted as soon as possible • Passport number • The complete staff/student record for an individual • Material related to social services including child protection • Disciplinary proceedings • Preliminary degree classification/transcript information pending formal approval and publication • Mitigating circumstances
<p>Any personal data belonging to people whose physical safety is at risk eg:</p> <ul style="list-style-type: none"> • People under the direct threat of violence eg victims of domestic violence, individuals involved in politically sensitive subject areas or research areas • Celebrities, notorieties and VIPs including those who publicly promote controversial views • People in security-sensitive roles 	<ul style="list-style-type: none"> • Any information which is subject to contractual constraints • Information related to items subject to export control including emails or other documentation – see Export Control website • Valuable intellectual property • Information which may be regarded as highly commercially sensitive • Legal advice and other information relating to legal action against or by the University • Information which relates to University security matters

¹ For example: students; customers; alumni; applicants; donors; potential donors; parents of current or former students; current, former and prospective employees; research volunteers; patients.

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<p>Research relating to:</p> <ul style="list-style-type: none"> • University “Research Beacons” and other key industrial fields at particular risk of being targeted by foreign states ⁽²⁾ • Security sensitive material eg commissioned by military or under an EU Security call; involves acquisition of security clearance; concerns terrorists or extreme groups; relates to human rights violations 	<ul style="list-style-type: none"> • Reserved committee papers • Restricted information concerning a large number of people (eg several hundreds) which may or may not be in the public domain • Passwords to University systems must NEVER be disclosed to ANYONE • Risk registers
Any other information where the loss, theft or disclosure could cause significant harm to the University or distress to individuals	

⁽²⁾ Sources: Universities UK: Cyber Security and Universities - Managing the risk ; NCSC: The cyber threat to Universities

Types of research data at particular risk of being targeted by foreign states:	
1 Energy conservation and environmental protection industries	<ul style="list-style-type: none"> • Nuclear technologies • Energy efficiency • Advanced environmental protection industries • Resource recycling industries
2 Next generation technology	<ul style="list-style-type: none"> • Next generation information networks • Core basic electronics industries • High-end software and emerging information service industry
3 Bio-industry	<ul style="list-style-type: none"> • Biomedical • Biomedical engineering • Biological agriculture industry • Bio-manufacturing
4 High-end equipment manufacturing industries	<ul style="list-style-type: none"> • Aviation equipment • Satellite and applied industries • Marine engineering • Rail transport equipment • Smart manufacturing equipment industries
5 New energy	<ul style="list-style-type: none"> • Nuclear technologies • Wind energy • Solar • Biomass
6 New materials	<ul style="list-style-type: none"> • New functional materials • Advanced structural materials • High performance composites
7 New energy vehicles	<ul style="list-style-type: none"> • Purely electric • Hybrid powered

RESTRICTED	<ul style="list-style-type: none"> • Impact if lost, stolen, misused or corrupted - some adverse effect on individuals or the University; • Intended for use by legitimate groups of University users and rarely of any wider interest
<p>Data that links one or more identifiable living person with information about them which, if released would reveal information about the individual's private life, which may or may not be in the public domain eg</p> <ul style="list-style-type: none"> • Home address • Home or private mobile telephone numbers • Date of birth • Driving licence number (because shows date of birth and part of surname) • Names of family members or relationships • Postcode • Attendance records 	<ul style="list-style-type: none"> • Question papers and other assessment material prior to an unseen assessment • Routine financial information • Policy and planning documents prior to publication • Key organisational or personnel changes prior to any consultation process • Teaching material including VLE content • Most research records and information prior to publication • Information provided in confidence or under legal privilege • Library electronic resources • Software licences negotiated by the University
<p>Routine records related to staff and students eg</p> <ul style="list-style-type: none"> • Staff/student ID numbers and usernames – Note: passwords to University systems must NEVER be disclosed to ANYONE • Student directory (names, email addresses, and School) • Course assessments • Student transcripts • Exam scripts • Exam marks • Examiners comments on a student performance • References for staff and students (unless it contains data classified as HIGHLY RESTRICTED) • UCAS forms (unless it contains information classified as HIGHLY RESTRICTED) 	<ul style="list-style-type: none"> • Restricted information concerning a large number of people (eg several hundreds) which may or may not be in the public domain must be treated as Highly Restricted • Committee papers prior to a meeting (unless contain Highly Restricted content) • Internal/external audit reports (unless contain Highly Restricted content)
Any other information where the loss, theft or disclosure could cause harm to the University or distress to individuals	

UNRESTRICTED

Unrestricted	<ul style="list-style-type: none"> • Impact if lost, stolen, misused or corrupted - little or no adverse effect on individuals or the University; • Intended to reach most staff and/or students, and deals with issues that affect them and their day to day interactions with the University; 	
Internal - of limited interest to an external audience		
<ul style="list-style-type: none"> • Staff directory – including where they have opted out of the public list • Exam and meeting timetables 	<ul style="list-style-type: none"> • Room booking information • Internal circulars, notices, briefings and guidelines 	
External -		
<ul style="list-style-type: none"> • Staff directory (including names, job titles and work contact details) unless they have opted not to make these available outside the University • Organisation structure • Publications by staff • Personal data which has been anonymised • Data agreed by data subjects to be put into the public domain • Annual reports 	<ul style="list-style-type: none"> • Financial statements • Important committee records • Other information required to be published under Freedom of Information law • Final degree classification • Information that is publicly available eg from the Office for Students • Information about individuals available through social networking sites where the information is provided to the public 	
Any other information where the loss, theft or disclosure is unlikely to cause harm to the University or distress to individuals.		