



# Classified Data Handling Guide



## Examples

Social Security Numbers  
Bank Routing Numbers  
Credit Card Numbers  
Passwords and PINS  
Personal Medical Records  
Biometric Records  
Investigation Data  
NDA Protected Content

## Classifications

## Recommendations

**Highly Restricted Data**

Store only with IT approval  
  
Talk to Data Security  
  
Do not Email  
  
Do not store on USB keys  
  
Do not access or store on any personal devices  
  
Delete when done!

**Restricted Data**

Student Grades / Schedule  
Class Lists / Photos / Attendance  
Transcripts  
Discipline Reports  
Donor Data  
Performance Reviews  
Log Usage  
Trade Secrets / IP  
Non Directory Demographics (age, race, ethnicity, veteran)

Store only with approval  
  
Store only on college provided resources:  
OneDrive & Office 365  
Network Storage  
Encrypted College Computer  
  
Avoid Emailing Restricted Data  
  
Removable storage must be encrypted  
(Thumb Drives & External Disks)  
  
Do not store in Google, Mozy or Drop Box  
  
Use <https://securefileshare.minnstate.edu>  
  
Delete when possible!

**Low / Public Data**

**Share only  
with authorization**

FERPA Directory Data  
Preferred Name  
Local Address  
Email Address  
Dates of Enrollment  
Classification (FR,SO,JR,SN)  
Degrees Conferred  
Sports Affiliation

Employee  
Job Title & Photo  
Work Location & Phone  
Email Address  
Salary  
Employment Dates  
Bestowed Honors

Campus Maps  
Job Postings