

# Data Classification

The University of Saskatchewan data classifications help members of the university community to identify, understand, manage, and use university data appropriately. The data classes described below are meant to be used in conjunction with any applicable compliance requirements, such as The Local Authority Freedom of Information and Protection of Privacy Act or the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans.

Class	Description		
<b>RESTRICTED</b>	<p>Data of a highly sensitive or confidential nature which is intended for restricted internal use. Unintended disclosure of such information is serious and has severe or adverse effect on an individual, a group or institutional operations, assets or reputation. Access to data is restricted to specific legitimate use cases.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Institutional Data Examples</b></p> <ul style="list-style-type: none"> <li>• Social insurance numbers</li> <li>• Credit card numbers</li> <li>• Security codes or passwords</li> <li>• Equity and diversity information such as gender identity</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Research Data Examples</b></p> <ul style="list-style-type: none"> <li>• Data governed by third-party agreements/contracts with stipulations for restricted access</li> <li>• Data about crimes/illegal behaviors (e.g. sexual offences, Information relating to an ongoing criminal investigation)</li> <li>• Identifiable health information</li> </ul> </td> </tr> </table>	<p><b>Institutional Data Examples</b></p> <ul style="list-style-type: none"> <li>• Social insurance numbers</li> <li>• Credit card numbers</li> <li>• Security codes or passwords</li> <li>• Equity and diversity information such as gender identity</li> </ul>	<p><b>Research Data Examples</b></p> <ul style="list-style-type: none"> <li>• Data governed by third-party agreements/contracts with stipulations for restricted access</li> <li>• Data about crimes/illegal behaviors (e.g. sexual offences, Information relating to an ongoing criminal investigation)</li> <li>• Identifiable health information</li> </ul>
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<b>LIMITED</b>	<p>Data of a sensitive or confidential nature which is intended for limited internal use. Unintended disclosure of such information has moderate effect on an individual, a group or institutional operations, assets or reputation. Access to data is generally limited to individuals in specific job functions.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Institutional Data Examples</b></p> <ul style="list-style-type: none"> <li>• Course grades</li> <li>• Student numbers</li> <li>• Birth date or citizenship</li> <li>• Detailed floor plans showing gas, water, hazardous materials</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Research Data Examples</b></p> <ul style="list-style-type: none"> <li>• Data on identifiable human biological material (e.g. tissue samples)</li> <li>• Most identifiable personal information</li> </ul> </td> </tr> </table>	<p><b>Institutional Data Examples</b></p> <ul style="list-style-type: none"> <li>• Course grades</li> <li>• Student numbers</li> <li>• Birth date or citizenship</li> <li>• Detailed floor plans showing gas, water, hazardous materials</li> </ul>	<p><b>Research Data Examples</b></p> <ul style="list-style-type: none"> <li>• Data on identifiable human biological material (e.g. tissue samples)</li> <li>• Most identifiable personal information</li> </ul>
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<b>INTERNAL</b>	<p>Data that is available to those members of the university community or research project team with a clear need for access as part of their employment, academic, or research duties and responsibilities. Unintended disclosure of such information has minimal or no effect on an individual, a group or institutional operations, assets or reputation. Access to data is provided based on a person’s relationship with the University.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Institutional Data Examples</b></p> <ul style="list-style-type: none"> <li>• Aggregated or de-identified information from which personal information about an individual cannot be identified or inferred</li> <li>• Student university email address</li> <li>• Basic floor plans</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Research Data Examples</b></p> <ul style="list-style-type: none"> <li>• Aggregated or de-identified personal information</li> <li>• Intellectual property - patent applications and drafts of research papers</li> <li>• Raw and processed data from research with no human/animal ethics considerations, intended for eventual publication</li> </ul> </td> </tr> </table>	<p><b>Institutional Data Examples</b></p> <ul style="list-style-type: none"> <li>• Aggregated or de-identified information from which personal information about an individual cannot be identified or inferred</li> <li>• Student university email address</li> <li>• Basic floor plans</li> </ul>	<p><b>Research Data Examples</b></p> <ul style="list-style-type: none"> <li>• Aggregated or de-identified personal information</li> <li>• Intellectual property - patent applications and drafts of research papers</li> <li>• Raw and processed data from research with no human/animal ethics considerations, intended for eventual publication</li> </ul>
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<b>PUBLIC</b>	<p>Data that is (or can be) generally available to all employees, the general public, and the media. Unintended disclosure of such information has no effect on an individual, a group or institutional operations, assets or reputation. Examples of this class of data include:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Convocation lists</li> <li>• Campus maps, parking</li> <li>• Job postings</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Aggregated and de-identified institutional data approved for public release</li> <li>• Published research</li> </ul> </td> </tr> </table> <p>This classification does not mean that the data should be published or confirmed in all situations.</p>	<ul style="list-style-type: none"> <li>• Convocation lists</li> <li>• Campus maps, parking</li> <li>• Job postings</li> </ul>	<ul style="list-style-type: none"> <li>• Aggregated and de-identified institutional data approved for public release</li> <li>• Published research</li> </ul>
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All members of the university community are required to comply with all ethical, regulatory, statutory, third-party and other contractual obligations; to use data only for the purposes for which it is collected; to observe any restrictions for its use; and to collect, store, and dispose of data in ways appropriate to the risk and impact of unintended disclosure. Access alone does not authorize use of data.