

Data Classification Quick Reference

LC State — Sensitivity Labels at a Glance

Level 1 — Public

LOW RISK

Information approved for unrestricted sharing. No special security measures required.

EXAMPLES

Course catalog • campus maps • staff directory • press releases • academic calendar • published research • event information

Level 2 — Internal ♦ DEFAULT

MODERATE RISK

Institutional business information not intended for public release. Applied automatically to all documents and emails.

EXAMPLES

Meeting minutes • draft policies • departmental budgets • vendor quotes • org charts • internal procedures • floor plans • IT documentation

Level 3 — Confidential

HIGH RISK

Protected by law, contract, or college policy. Unauthorized disclosure could harm individuals or the institution.

EXAMPLES

Student birthdates • student demographics • suppressed directory info • donor profiles • gift agreements • alumni records • PII correspondence • research data under NDA

Level 4 — Restricted

HIGHEST RISK

Most sensitive. Subject to strict regulation (FERPA, GLBA, PCI-DSS). Exposure could cause severe harm or significant fines.

EXAMPLES

SSNs • driver's license/passport numbers • credit card & bank data • FAFSA details • grades & transcripts • class rosters • personnel files • background checks

When to Apply a Label

- ▶ When you **create or modify** an Office document or email
- ▶ When an **attachment contains sensitive data** — label the email to match
- ▶ Labels apply to **Word, Excel, PowerPoint, and Outlook**
- ▶ PDFs and non-Office file types are **not covered** at this time

Not Sure How to Label?

- 1 Check the **Data Classification website** and FAQ
- 2 Ask a **co-worker, supervisor, or director**
- 3 Escalate to the **Data Working Group**

Tip: Click **Learn More** in the Sensitivity label menu for direct links to ITS documentation and classification guidance.



When in Doubt, Go Higher

It's always better to over-protect data than to under-protect it.



Mixed Data? Highest Wins

If a document contains multiple levels, apply the highest classification present.



Labels Can Change

Update the label if you add or remove sensitive data. Lowering may require a reason.