

DATA TYPE EXAMPLES

The capitalized terms used herein are defined in the [Data Classification and Handling](#) policy.

DATA TYPE EXAMPLE CATEGORIES INCLUDE:

- [Directory Information](#)
- [Employee Records](#)
- [Financial Records](#)
- [Health Records](#)
- [Institutional Records](#)
- [Law Enforcement Records](#)
- [Library Records](#)
- [Personally Identifiable Information](#)
- [Student Records](#)
- [University Research](#)

Data Type	Level 1 Public Data	Level 2 Internal Data	Level 3 Sensitive Data	Level 4 Highly Sensitive Data
Directory Information	<p>Employee titles and campus email address and telephone numbers, if not marked as restricted</p> <p>NAU User ID (NAU UID) – not to be listed in a public forum or large aggregate lists</p> <p>Student directory information, if not marked as restricted</p> <ul style="list-style-type: none"> - name, major, officially recognized sports/activities participation - enrollment status - degrees and awards received - dates of attendance, most 		<p>Employee personal telephone number, personal email address, personal mailing address</p> <p>Parent or other family member names, emergency contact information</p> <p>Student directory information as listed in level 1, if marked as restricted</p>	

	<p>recent previous colleges/institutions attended</p> <ul style="list-style-type: none"> - weight and height of athletic team members - address (local and permanent), telephone number, email address 			
Employee Records	<p>Employee titles and campus email address and telephone numbers, if not marked as restricted</p> <p>Explanations of general employment benefits</p>		<p>Background checks and investigations</p> <p>Benefits elections</p> <p>Employee evaluations</p> <p>Employment history</p>	
Financial Records		<p>University financial or budgetary information</p>	<p>Bank account information</p> <p>Student financial aid</p>	<p>Payment Credit Card Industry Data Security Standards (PCI-DSS) data, such as credit card numbers with or without extra data (cardholder name, security code) used in transmission</p>
Health Records			<p>Personal medical or counseling records</p>	<p>Medical records used to document care provided to students and employees</p> <p>Medical records used to document care provided to outside parties interfacing with NAU academic health programs</p>
Institutional Records	<p>Factual reporting required by law (e.g., enrollment figures, state budget information)</p> <p>Job postings</p> <p>Public event calendars or press releases</p> <p>The University's website and campus maps intended for public use</p>	<p>Information security vulnerabilities</p> <p>Intranet – internal web sites (e.g., SharePoint sites)</p> <p>Network diagrams, building blueprints, critical</p>	<p>Building safety plans, HVAC monitoring and control data</p> <p>Information proprietary to the University</p> <p>Information protected by the attorney-client privilege or any</p>	

		<p>infrastructure plans</p> <p>Purchasing, contracting, grants, sponsored projects</p> <p>University financial or budgetary information</p>	<p>other applicable privilege</p> <p>Sealed bids prior to purchasing awards and contracts</p> <p>Security camera recordings</p>	
Law Enforcement Records			Law enforcement records	
Library Records	Library catalog information		Library registration records or circulation records related to individual patrons	
Personally Identifiable Information	Directory photos uploaded by the user	<p>Employee ID (also known as PeopleSoft ID)</p> <p>NAU UserID (NAU UID)</p>	<p>Biometric Information (fingerprint, voice recording, DNA)</p> <p>Birth date (full: mm-dd-yy or partial: mm-dd only)</p> <p>Birth date combined with last four digits of Social Security Number (SSN)</p> <p>Birthplace (city, state, country if not USA)</p> <p>Driver License, Passport, or other forms of Personal Identity Information</p> <p>Ethnicity</p> <p>Gender</p> <p>Marital Status</p> <p>Mother's Maiden Name</p> <p>Photograph</p>	Level 3 Sensitive Data when combined with other personally identifiable information

			Physical description Social Security Number Tax Identification Numbers	
Student Records		Prospective student and student applicant personal information	Educational records, including disciplinary records Educational services received	
University Research	<p>Anonymously recorded data (human subjects data) posing no harm to participants (as determined by the Institutional Review Board)</p> <p>Research data from any public source, such as US Census public data</p> <p>Research data or findings intended for public disclosure</p> <p>Research data that has been de-identified (human subjects data) and poses no harm to participants (as determined by the Institutional Review Board)</p>		<p>Identifiable interview / survey information (human subjects data)</p> <p>Limited Data Sets obtained from a covered healthcare entity through a Data Use Agreement</p> <p>Research data containing identifiable bio-specimen data</p> <p>Research proposals, methods, protocols, and disclosures</p> <p>Restricted Data Sets</p> <ul style="list-style-type: none"> - data with indirect identifiers (human subjects data) - data obtained through an external data owner with an agreement containing restrictions <p>Unpublished research data</p>	<p>Controlled Unclassified Information (CUI)</p> <p>Defense Federal Acquisition Regulation Supplement (DFARS)</p> <p>Export controlled research information (International Traffic in Arms Regulation (ITAR) and Export Administration Regulations (EAR))</p> <p>Human subjects research, deemed by the Institutional Review Board to pose harm</p> <p>Medical records used in research (Protected Health Information (PHI))</p> <p>Research data subject to federal regulations</p> <p>Research involving vulnerable populations as determined by the Institutional Review Board</p>