

## UTIA IT0115P – ORGANIZATIONAL GUIDANCE FOR THE CLASSIFICATION OF INFORMATION AND SYSTEMS

**Effective:** February 16, 2018

**Last Reviewed:** January 05, 2018

**Last Updated:** January 09, 2018

### **Objective:**

This plan provides guidance for categorizing specific information types (for example: Confidential Information) at the University of Tennessee Institute of Agriculture.

### **Scope:**

This guide applies to all IT assets owned, operated, or provided by the Institute, as well as all students, faculty, staff, and users, while accessing, using, or handing the Institute's IT assets. Users of the Institute's IT assets are accountable for giving timely and accurate information. The Institute's IT representatives are responsible for assisting users with the classification process.

### **Guidance:**

The following information types and associated levels shall be used in the classification of systems and data at the Institute. This classification is for any data other than your own data or your family's data.

### **Student Data:**

All data deemed as FERPA controlled – Moderate

- Academic Transcripts
- Student Biographical Information
- Scholarship Information that includes student name
- Grade Rolls
- Course Schedule that includes student name
- Advising Notes that includes student name

### **Financial:**

Procurement, Credit, or Debit Card Numbers (not related to PCI) – Moderate

Payment Card Industry (PCI) Information – Moderate

Payroll Information – Moderate

Point of Sale (POS) Transactions – Moderate

Donor Information that includes Personally Identifiable Information (PII) – Moderate

Wire Transfer Information – Moderate

**Personally Identifiable Information (PII):**

Any information deemed under state law defined as PII – Moderate

- Tennessee Code Annotated Title 47 – Commercial Instruments and Transactions Chapter 18 – Consumer Protection Part 21 – Identity Theft § 47-18-2107. Release of personal consumer information.
  - A. “Personal information” means an individual's first name or first initial and last name, in combination with any one (1) or more of the following data elements, when either the name or the data elements are not encrypted (i) Social security number; (ii) Driver license number; or (iii) Account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account;
  - B. “Personal information” does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

**Human Health and Medical:**

Medical Record – Moderate

Patient Diagnosis – Moderate

Medical Payment Information – Moderate

Electronic Protected Health Information (ePHI) – Moderate

**Research Information:**

Legally Protected Research Grant Information – Moderate

Export Controlled Data – High

**Other:**

Legally Protected Data – Moderate

**References:**

[UTIA Glossary of Information Technology Terms](#)

[UTIA IT0115 – Information and Computer System Classification Plan](#)

[UT Policy IT0115 – Information and Computer System Classification](#)

For more information, contact Sandy Lindsey, CISO, at (865) 974-7292, or email [sandy@tennessee.edu](mailto:sandy@tennessee.edu).

## Approval

We approve the UTIA IT0115P – *Organizational Guidance for the Classification of Information and Systems* as described in this document.

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