Data Classification Standard
St. Bonaventure University

Protected University Data

Any university information such as financial and legal documentation should be protected and should not be shared unless there are legitimate business reasons. Examples of such data include:

1. User account information
2. Financial information
3. Other sensitive university information

Personally Identifiable Information (PII)

Personally Identifiable Information is considered sensitive information that can be used to identify a specific individual. It has been divided into groups: Moderately Sensitive, Highly Sensitive and Critically Sensitive. Our PII covers students, employees, donors, alumni and any other person(s) associated with the university or personal information held under the auspices of the university.

Moderately Sensitive - Information is that which is generally available to those with a legitimate need.

1. Student directory information (See FERPA policy): student name, home and campus address, telephone number, email address, major, dates of attendance, degree(s) earned, enrollment status (full- or part-time), and images and video collected
2. Employee university directory information: position, campus phone, campus address, campus email and images/video
3. Alumni and donor directory information: name, home/business address, email and phone, class year

Highly Sensitive - Any information that can be used to distinguish or trace a person's identity will require written authorization of release.

1. University ID number (unless for legitimate business use)
2. Race, ethnicity, age, sex, gender identity, religion and sexual orientation
3. State or federal action items or documents
4. Medical information and records (including 504s)
5. Employment data and salary verification
6. Employee home address and phone number
7. Student transcripts, grade reports, schedules and financial aid awards
8. Giving Information: donation amounts and purposes
9. Alumni and prospect wealth information

Critically Sensitive - This information in combination with other personally identifiable information (including Moderately Sensitive information) could specifically identify a person.

1. Names and Numbers
   a. SSN
   b. Date of birth
   c. Mother's maiden name
   d. Official state-issued driver's license or identification number
   e. Alien registration number
   f. Government passport number
   g. Employer or taxpayer identification number
   h. Medicaid or food stamp account number
   i. Bank account number
   j. Credit or debit card number
2. Unique biometric data such as a fingerprint, voice print, or retina or iris scan
3. Images of signatures
4. Other number or information that can be used to access a person's financial resources