

Data Classification Decision Tree

Does the Data Set Contain Any of the Following Elements?

- Alien or Immigration ID#
- Bank Account # or Password
- Beneficiary Information
- Biometric Information
- Birthdates
- Criminal Investigation or Police Record
- Disability Information
- Drivers License
- Employee HR File Information
- Fingerprints
- Medical Records
- Mother's Maiden Name
- Passport Number
- Payment Card Number
- Payment Card Magnetic Strip Information
- Payment Card PIN
- Private Contributor Records
- Social Security Number
- Student Loan Number

YES

Your Data Set Will Be Classified as a **CONFIDENTIAL** Data Set

NO

Does the Data Set Contain Any of the Following Elements?

- Attorney/Client Relationship
- Dependent's Relationship to Employee
- Home Address
- Marital Status or Effective Date
- Student Conduct Records

YES

Your Data Set Will Be Classified as a **SENSITIVE** Data Set

NO

Is the Data Intended for **Public Access, Use, or Viewing?**

YES

Your Data Set Will Be Classified as a **PUBLIC** Data Set

NO

Your Data Set Will Be Classified as an **INTERNAL** Data Set

Have Questions or Need Help?
Contact the Office of Information Security @
(828) 262-6277 or
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