

Cheat Sheet: Information Security & Handling





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Revision History

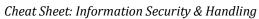
Standard	Effective Date	Email	Version	Contact	Phone
OIT-ISHCS		strevena@csustan.edu	1.0	Stan Trevena	209.667.3137

Data Classification Matrix

data Personal Identification Numbers (PIN) Birth Date – mm/dd/yy (when present with name and last 4 dig of SSN) Credit card numbers with cardholder name Driver's license number, state identification number, or other forms of national or international identification (passports, visa etc.) Tax ID Social Security Number Health insurance information Medical records Psychological counseling records Bank account or debit card information in combination with an required security code	Level	Risk Rating	Examples
	Level I: Confidential		 Passwords or credentials that grant access to level 1 and level 2 data Personal Identification Numbers (PIN) Birth Date – mm/dd/yy (when present with name and last 4 digits of SSN) Credit card numbers with cardholder name Driver's license number, state identification number, or other forms of national or international identification (passports, visas, etc.) Tax ID Social Security Number Health insurance information Medical records Psychological counseling records Bank account or debit card information in combination with any required security code Biometric Information (fingerprints, voice recordings, palm print, iris scan, DNA) Digital signatures Private key (digital certificates) Law enforcement personnel records Criminal background check results Vulnerability/security information related to the campus or computer information systems Vulnerability/security information related to campus law

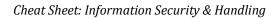


	n n	Cheut Sheet: Information Security & Hundling				
Level	Risk Rating	Examples				
Level II: Internal Use	Moderate	 Photo (taken for identification purposes) • Partial Birthdate mm/dd 				
		Student Information				
		 Educational records, grades, courses taken, schedule, test scores, advising records, educational services received, disciplinary actions. 				
		 Non-directory student information 				
		Library circulation information				
		Linking a library user with a specific subject area				
		Sealed bids prior to award				
		• Identifiable information (Purchase order) of the supplier/company				
		Trade secrets and intellectual property				
		 Information covered by a specific non-disclosure agreement Location of critical protected assets 				
		Maps of campus utility systems				
		 Construction drawings of campus buildings 				
		 Detailed drawings of sensitive campus facilities 				
		Licensed software				
		Campus attorney-client communications				
		Accident reports and investigations				
		Employee Information				
		o Net Salary				
		 Personal telephone numbers 				
		o Personal email address				
		o Payment history				
		o Evaluations				
		o Mother's maiden name				
		o Race and ethnicity				
		o Family members' names				
		o Birthplace				
		o Gender				
		Marital Status Physical Description				
		Physical DescriptionHome or Personal Mailing Address				
		Home or Personal Mailing Address University Donor Information				
		Name				
		Home or mailing address				
		o Personal telephone numbers				
		Personal email address				
		o Donation if request is for anonymous gift/donation				





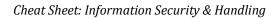
	Examples				
40W	Warrior ID (Emplid, Student ID)				
	Employee Information				
	 Work email address 				
	 Work mailing address 				
	o Title				
	 Office location and telephone number 				
	 Department 				
	o Gross Salary				
	 Signature (non-electronic) 				
	Financial budget information				
	Purchase order information				
	Student Information (Non-FERPA students only)				
	o Name				
	o Major				
	 Participation in sports/activities 				
	 Weight and height (athletic team members) 				
	 Dates of attendance o Full or part-time status 				
	 Degrees and awards received 				
	 Campus email address 				
	 Most recent or previous college/university/agency 				
	attended				





Level 1: Confidential Protection Requirements Matrix

Action	Requirement	Reference
Storage on Fixed Media	Encrypted	
Storage on Fixed Media in Office of Information Technology (OIT) Data Center	Encrypted	Data Center Standard
Storage on Fixed Media in 3rd Party Data Center	ISO Approval Required	
Storage on Exchangeable Media (USB, DVD/CD)	Encrypted	
Copying	Permission of Owner Advised	
Faxing	Password Protected Recipient Mailbox or Attended Receipt	
Sending By Public Network	Encrypted	
Disposal	Secure shredding or disposal boxes	Data disposition standard
Release to Third Parties	Owner approval and non-disclosure agreement	NDA forms or OIT Confidentiality agreements
Electronic Medial Labeling Required	External and internal labels	
	Front and back covers, and title page if bound	
Internal and External Labeling Required	Address to Specific Person but Label Only on the Inside Envelope	
Granting access rights	Owner or owner's designate only	
Training process by log	Not required	





Level 2: Internal Use Only Protection Requirements Matrix

Action	Requirement	Reference
Storage on Fixed Media	Encryption optional	
Storage on Fixed Media in OIT Data Center	Encryption optional	Data Center Standard
Storage on Exchangeable Media (USB, DVD/CD)	Encryption optional	
Storage on Fixed Media in 3rd Party Data Center	ISO approval required	
Copying	No restrictions	
Faxing	No restrictions	
Sending By Public Network	Encryption optional	
Disposal	Secure shredding or disposal boxes	Data disposition standard
Release to Third Parties	Non-disclosure agreement	NDA forms
Electronic Medial Labeling Required	No label required	
Hardcopy labeling required	No label required	
Internal and External Labeling Required	Only one envelope with no markings	
Granting access rights	Local manager	
Training process by log	Not advised	



Level 3: Public Protection Requirements Matrix

Action	Requirement	Reference
Storage on Fixed Media	Encryption not advisable	
Storage on Fixed Media in OIT Data Center	Encryption not advisable	
Storage on Exchangeable Media (USB, DVD/CD)	Encryption not advisable	
Storage on Fixed Media in 3rd Party Data Center	Encryption not advisable	
Copying	No restrictions	
Faxing	No restrictions	
Sending By Public Network	Encryption not advisable	
Disposal	Ordinary trash can or recycle can	
Release to Third Parties	No restrictions	
Electronic Medial Labeling Required	Release date plus classification	
Hardcopy labeling required	Release date plus classification	
Internal and External Labeling Required	Only one envelope with no markings	
Granting access rights	No restrictions	
Training process by log	Not advised	

Storage and Transmission Requirements for Level 1 -3 Information used on Common Systems

Classification Level	Can Store On:	Can Store On:	Can Store On:	Can Store or Transmit via:	Can Store or Transmit via:	Can Store On:
	Network file share?	C: Drive (Documents, Desktop?)	OIT Google/Microsoft Drive?	Personal Dropbox, Box.com, Google Drive, Personal Email?	OIT Email?	Thumb Drive?
Level 1	Yes	Yes – requires encryption	No	No	Must be run through third party encryption tool and keys shared through a mechanism other than email.	Yes – requires encryption
Level 2	Yes	Yes – requires encryption	Yes – requires encryption	No	Yes – only to other @csustan.edu addresses	Yes –encryption optional
Level 3	Yes	Yes	Yes	Yes	Yes	Yes