

## **Cheat Sheet: Information Security & Handling**

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**Revision History**

Standard	Effective Date	Email	Version	Contact	Phone
OIT-ISHCS		<a href="mailto:strevena@csustan.edu">strevena@csustan.edu</a>	1.0	Stan Trevena	209.667.3137

**Data Classification Matrix**

Level	Risk Rating	Examples
Level I: Confidential	High	<ul style="list-style-type: none"> <li>• Passwords or credentials that grant access to level 1 and level 2 data</li> <li>• Personal Identification Numbers (PIN)</li> <li>• Birth Date – mm/dd/yy (when present with name and last 4 digits of SSN)</li> <li>• Credit card numbers with cardholder name</li> <li>• Driver’s license number, state identification number, or other forms of national or international identification (passports, visas, etc.)</li> <li>• Tax ID</li> <li>• Social Security Number</li> <li>• Health insurance information</li> <li>• Medical records</li> <li>• Psychological counseling records</li> <li>• Bank account or debit card information in combination with any required security code</li> <li>• Biometric Information (fingerprints, voice recordings, palm print, iris scan, DNA)</li> <li>• Digital signatures</li> <li>• Private key (digital certificates)</li> <li>• Law enforcement personnel records</li> <li>• Criminal background check results</li> <li>• Vulnerability/security information related to the campus or computer information systems</li> <li>• Vulnerability/security information related to campus law enforcement operations</li> </ul>

<b>Level</b>	<b>Risk Rating</b>	<b>Examples</b>
Level II: Internal Use	Moderate	<ul style="list-style-type: none"> <li>• Photo (taken for identification purposes) • Partial Birthdate mm/dd</li> <li>• Student Information               <ul style="list-style-type: none"> <li>○ Educational records, grades, courses taken, schedule, test scores, advising records, educational services received, disciplinary actions.</li> <li>○ Non-directory student information</li> </ul> </li> <li>• Library circulation information</li> <li>• Linking a library user with a specific subject area</li> <li>• Sealed bids prior to award</li> <li>• Identifiable information (Purchase order) of the supplier/company</li> <li>• Trade secrets and intellectual property</li> <li>• Information covered by a specific non-disclosure agreement</li> <li>• Location of critical protected assets               <ul style="list-style-type: none"> <li>○ Maps of campus utility systems</li> <li>○ Construction drawings of campus buildings</li> <li>○ Detailed drawings of sensitive campus facilities</li> </ul> </li> <li>• Licensed software</li> <li>• Campus attorney-client communications</li> <li>• Accident reports and investigations</li> <li>• Employee Information               <ul style="list-style-type: none"> <li>○ Net Salary</li> <li>○ Personal telephone numbers</li> <li>○ Personal email address</li> <li>○ Payment history</li> <li>○ Evaluations</li> <li>○ Mother's maiden name</li> <li>○ Race and ethnicity</li> <li>○ Family members' names</li> <li>○ Birthplace</li> <li>○ Gender</li> <li>○ Marital Status</li> <li>○ Physical Description</li> <li>○ Home or Personal Mailing Address</li> </ul> </li> <li>• University Donor Information               <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Home or mailing address</li> <li>○ Personal telephone numbers</li> <li>○ Personal email address</li> <li>○ Donation if request is for anonymous gift/donation</li> </ul> </li> </ul>

<b>Level</b>	<b>Risk Rating</b>	<b>Examples</b>
Level III: Publicly Available	Low	<ul style="list-style-type: none"> <li>• Warrior ID (Emplid, Student ID)</li> <li>• Employee Information               <ul style="list-style-type: none"> <li>○ Work email address</li> <li>○ Work mailing address</li> <li>○ Title</li> <li>○ Office location and telephone number</li> <li>○ Department</li> <li>○ Gross Salary</li> <li>○ Signature (non-electronic)</li> </ul> </li> <li>• Financial budget information</li> <li>• Purchase order information</li> <li>• Student Information (Non-FERPA students only)               <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Major</li> <li>○ Participation in sports/activities</li> <li>○ Weight and height (athletic team members)</li> <li>○ Dates of attendance o Full or part-time status</li> <li>○ Degrees and awards received</li> <li>○ Campus email address</li> <li>○ Most recent or previous college/university/agency attended</li> </ul> </li> </ul>

**Level 1: Confidential Protection Requirements Matrix**

<b>Action</b>	<b>Requirement</b>	<b>Reference</b>
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**

<b>Action</b>	<b>Requirement</b>	<b>Reference</b>
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: Network file share?	Can Store On: C: Drive (Documents, Desktop?)	Can Store On: OIT Google/Microsoft Drive?	Can Store or Transmit via: Personal Dropbox, Box.com, Google Drive, Personal Email?	Can Store or Transmit via: OIT Email?	Can Store On: 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