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Data Management – Data Classification

Data Classification

Data Classification is the process of grouping data elements together by risk level. CSCU has identified four Data Classification Levels, (DCL), from DCL0 to DCL3. Appropriate security controls will be applied to each classification level. Increasingly restrictive data management and security practices are required for each level, with DCL0 requiring limited protection to DCL3 requiring the most protection.

Data Classification Level (DCL)	Description	Examples
DCL3	DCL3 is protected confidential data, which comprises identity and financial data that, if improperly disclosed, could be used for identity theft or to cause financial harm to an individual or CSCU. Security at this level is very high (highest required).	**Identity Data with:** • Social Security number • Bank account or debit card information • Credit card number & cardholder information • Student Loan Data
DCL2	DCL2 is restricted data that is available for disclosure, but only under strictly controlled circumstances. Such information must typically be restricted due to proprietary, ethical or privacy considerations. An example of such restrictions is the FERPA guidelines that govern publication and disclosure of student information. Security at this level is high.	**Identity Data with:** • Birth date • Mother's maiden name • Academic records (e.g., Grades, Test scores, Courses taken, etc.) • Student Records (e.g., Advising records, Disciplinary actions) • Employee records • Employee
DCL1	DCL1 is internal data that has not been approved for general circulation outside CSCU where its disclosure would inconvenience CSCU, but is unlikely to result in financial loss or serious damage to credibility. Security at this level is controlled but normal.	• Internal memos • Minutes of meetings • Internal project reports
DCL0	DCL0 is public data that is not classified as DCL1 through DCL3 and is approved for distribution to the public. Disclosure of public data requires no authorization and may be freely disseminated without potential harm to CSCU. Any data that does not have a classification listed above can be considered DCL0. Security at this level is minimal.	• Advertising • Public Directory Information • Press Releases • Job postings • Campus Maps