**University of Huddersfield**

**Information Classification Levels** (referenced from the University of Huddersfield IT Security Policy)

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| **Classification level** | **Level of Access** | **Examples** |
| **Sensitive** | To be accessed by a strictly controlled group of users, with owner’s consent, and with highest security levels applied. Not to be passed on without consent. Subject to the Data Protection Act.  | Sensitive personal data (i.e. information about a person’s racial or ethnic origin, political opinions, religious beliefs, health, criminal record and trade union membership) •HR record •Business critical information such as financial or contractual details. •Research data concerning topics such as terrorism or radicalisation.  |
| **Confidential** | To be kept secure and accessed only for business need. To be passed to third parties only as required for the fulfilment of the University’s contract with the individual, except with permission. Subject to the Data Protection Act.  | A person’s address, phone number, student record, results, general financial information. Information which is covered by ethical guidelines, or by research-related subject consent. |
| **General** | Not restricted  | Data not relating to living individuals or confidential business information about the University or it partners and affiliates, or not sufficiently specific as to allow identification.  |