

**About the Data Classification Policy**

Through the normal course of business, all colleges and universities come in contact with personal information, financial details, and other information which is sensitive or confidential in nature. While some data is governed by industry or governmental regulations, other types of information may not be covered by specific regulations. Even so, it is in the community's best interest to take steps to reasonably and responsibly safeguard private information.

This policy defines the classifications of institutional data -- i.e., the categories of data that the University is responsible for safeguarding -- and the associated measures which are necessary to safeguard each classification.

This policy does not apply to data whose copyright is owned by individual faculty members, staff, or students as defined by the University's Intellectual Property policy.

**Frequently Asked Questions**

<i>I have a need to travel with Confidential university data. How can I do this in a secure way?</i>	<b>Confidential data must be encrypted if stored on a mobile or remote device.</b>  The most secure way to travel with Confidential data is by using full-disk-encryption (FDE) on a University-owned notebook computer. Contact the Techdesk to request FDE for your system.
<i>I use DropBox and other personal cloud services for my work. Am I in violation of this policy?</i>	<b>Users are prohibited from using personal cloud services to store or transmit any Sensitive or Confidential University information.</b>  Materials developed and used by faculty for teaching and research are generally not considered to be institutional data, and as such, are not subject to this policy.  Certainly types of grant-funded research data may be classified as Sensitive or Confidential and be subject to the protections outlined in this policy. For questions about research data, contact the Office of Sponsored Projects.
<i>I keep my grade sheets and attendance information on my home computer. Is this a violation of the policy? What about FERPA?</i>	<b>Any data which is protected by FERPA is classified as Sensitive and is subject to this policy.</b>  For more information about FERPA, contact the Office of the Registrar or visit <a href="http://www.bucknell.edu/x6935.xml">http://www.bucknell.edu/x6935.xml</a>