

Data Classifications

The University of Saskatchewan data classifications help members of the university community to identify, understand, manage, and use university data appropriately.

The data classes described below are meant to be used in conjunction with any applicable compliance requirements, such as The Local Authority Freedom of Information and Protection of Privacy Act.

Class	Description
<div style="background-color: #c00000; color: white; padding: 5px; text-align: center; font-weight: bold;">RESTRICTED</div>	<p>Data of a highly sensitive or confidential nature which is intended for restricted internal use. Unintended disclosure of such information is serious and has severe or adverse effect on an individual, a group or institutional operations, assets or reputation. Access to data is generally restricted to specific legitimate use cases.</p> <ul style="list-style-type: none"> • Social Insurance Numbers • Credit Card Numbers • Health Information such as patient records • Security codes, access codes or passwords
<div style="background-color: #e69d00; color: white; padding: 5px; text-align: center; font-weight: bold;">LIMITED</div>	<p>Data of a sensitive or confidential nature that is protected from general internal distribution. Unintended disclosure of such information has moderate effect on an individual, a group or institutional operations, assets or reputation. Access to data is generally limited to individuals in specific job functions.</p> <ul style="list-style-type: none"> • Course Grades • Student number • Birth date • Citizenship • Detailed floor plans showing gas, water, hazardous materials.
<div style="background-color: #00a0c0; color: white; padding: 5px; text-align: center; font-weight: bold;">INTERNAL</div>	<p>Data that is available to those members of the university community with a clear business need for access as part of their employment or academic duties and responsibilities. Unintended disclosure of such information has minimal or no effect on an individual, a group or institutional operations, assets or reputation. Access to data is provided based on a person's relationship with the University.</p> <ul style="list-style-type: none"> • Aggregated demographic information from which personal information about an individual cannot be identified or inferred • Student university email address • Basic floor plans
<div style="background-color: #008000; color: white; padding: 5px; text-align: center; font-weight: bold;">PUBLIC</div>	<p>Data that is (or can be) generally available to all employees, the general public, and the media. Unintended disclosure of such information has no effect on an individual, a group or institutional operations, assets or reputation.</p> <ul style="list-style-type: none"> • Convocation Lists • Campus maps, parking • Student demographic data aggregated at the institutional level. • Job postings <p>This classification does not mean that the data should be published or confirmed in all situations.</p>

All members of the university community must ensure: compliance with regulatory requirements, as well as third-party and other contractual data obligations; data is used for the purposes for which it is collected and any restrictions for its use are observed; and that data is collected, stored, and disposed of in ways appropriate to the risk and impact of unintended disclosure. Access alone does not authorize use of data.