## Annex A – Classifying Information

<table>
<thead>
<tr>
<th>Classification</th>
<th>Public</th>
<th>Protected</th>
<th>Restricted</th>
<th>Reserved</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Risk</strong></td>
<td>None - confidentiality is of no particular significance to this information</td>
<td>Low - inappropriate disclosure would have minimum significance</td>
<td>Medium - inappropriate disclosure could adversely affect the University's reputation or operations, substantial distress to individuals or breach statutory restrictions on disclosure of information; likely financial or legal penalties</td>
<td>High - inappropriate disclosure could cause significant damage to the University's reputation or operations, great distress to individuals, pose a danger to personal safety or to life or impede the investigation or facilitate the commission of serious crime; substantial financial or legal penalties</td>
</tr>
<tr>
<td><strong>Access</strong></td>
<td>May be viewed by anyone, anywhere in the world</td>
<td>Available to all University of Warwick members (e.g. secured behind a login screen)</td>
<td>Available only to specified authorised University of Warwick members (e.g. secured behind a login screen, requires authorisation to gain access)</td>
<td>Access is controlled and restricted to a small number of authorised University of Warwick members (e.g. secured behind a login screen, requires authorisation to gain access)</td>
</tr>
</tbody>
</table>

### PERSONAL Information

#### Examples (non-exhaustive)

- Anonymised information
  - Staff Details shared publically by the University
  - Information on individuals made public with their consent including on social media sites or departmental websites

- Student Names and Email addresses
- Staff Work Contact Details (incl job titles)
- Academic Staff Qualifications and Publication Details
- List of student or staff names and ID number

- Individual's home addresses, contact details and passport or NI number
- Individual's name, home addresses, contact details and age
- Individual's image (incl CCTV footage)
- Student registration and attendance details
- Exam scripts/marks/comments on student's performance
- Prospective Students' contact details

### Financial information relating to individuals e.g. banking information, salary details, indebtedness (student fees)

- Information on individual's, racial or ethnic origin, political option, religious or other beliefs, physical or mental health or criminal record
- Student academic progression details including details of disciplinary proceedings
- Provisional degree classification prior to formal approval and any publication
- Staff appointment, promotion or details of personal affairs

### References for staff or students

- UCAS forms
- Dates of birth (DoB)
- Individual's name plus DoB or national insurance number (NI)
- Individual's name plus DoB or NI number, passport details, home address and telephone number
- Hundreds of individuals' names plus date of birth or NI number

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2 For these purposes anonymised information is information which cannot identify an individual either in isolation or when combined with other information (Section 1 (1) of the DPA 1998). Anonymised data may also carry other handling requirements – please see below.

3 Content dependent e.g. information relating to health, criminal record or disciplinary matters would make the reference or form Reserved

4 Adding additional combinations of data can change the overall classification (sensitivity) of the information. Increasing the volume can also increase the classification level.
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<tbody>
<tr>
<td>NON-PERSONAL</td>
<td></td>
<td></td>
<td>Research proposals prior to award&lt;sup&gt;5&lt;/sup&gt;</td>
<td>Information relating to supply or procurement of goods/services prior to approved publication.</td>
</tr>
<tr>
<td>Information</td>
<td></td>
<td></td>
<td>Anything subject to disclosure under the Freedom of Information Act</td>
<td>'Trade' secrets, intellectual property intended for commercialisation</td>
</tr>
<tr>
<td>Examples (non-</td>
<td></td>
<td></td>
<td>Department and Course details</td>
<td>Research data which is security-sensitive or has been similarly classified by an external body (e.g. Government, commercial partner with a confidentiality agreement)</td>
</tr>
<tr>
<td>exhaustive)</td>
<td></td>
<td></td>
<td>Marketing or Press Information</td>
<td>Legal advice or other information relating to legal action against or by the University</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Factual and general organisational for public dissemination incl annual reports or accounts</td>
<td></td>
</tr>
</tbody>
</table>

<sup>5</sup> Content dependent e.g. information relating to industry collaborators or world leading new ideas may lead to this being Restricted