



The Security Minute

Take a second to be secure.

A communication of the Longwood University Information Security Office

Read *The Security Minute* Online: www.longwood.edu/infosec

A Brief Introduction to Data Classification at Longwood

During the spring of 2009 we began an initiative to classify university data based on its confidentiality. Representatives from across campus participated in a series of meetings to learn about the classification process in order to return to their departments and classify their university data. We appreciate all of the hard work of those who participated in this effort. The output of this effort is now available off our web site.

Each piece of Longwood data can be placed in 1 of 3 classifications based on its confidentiality:

- **Public**—All university data acceptable for public consumption.
- **Internal**—All data used for conducting university business that is not meant for distribution beyond the university. All university data is considered "Internal" until classified otherwise.
- **Restricted**—All university data for which an unauthorized disclosure may result in identity theft or university liability for costs or damages, under laws, government regulations or contract.

All faculty and staff may now:

1. **Locate the data types you work with regularly to find their classifications.** Find the classifications here: <http://www.longwood.edu/infosec/data/DataClassificationTOC.htm>. For each university division we have created charts that list all of their identified data types and their classification (public, internal or restricted). Each data type is also assigned a data owner who is responsible for the policy and practice decisions regarding that data.
2. **Based on its classification determine how the data should be protected.** Find the handling requirements here: <http://www.longwood.edu/infosec/data/DataHandlingStandards.htm>. Reference the Data Classification Standards to view the handling requirements for data depending on its classification.

For example, if you maintain copies of files regarding surplus that you receive from or complete for the Material Management and Purchasing Office you should look under the classifications for Administration and Finance and then locate the Material Management and Purchasing data types which include the type "Surplus Data." Here you will see that "Surplus Data" is classified as "Internal" so you would cross-reference to the Data Classification Standards to see how to protect internal data in storage, use, transmission and disposal whether the data is in print or electronic form.

Stay tuned for more information on data classification!

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What is data classification?

A process by which a level of sensitivity is assigned to each piece of information that the university owns. That sensitivity level defines the level of protection the information requires.

Thank you to all who participated in the online review of policies in Blackboard. Those policies will be taken to the Board of Visitors at their March 2010 meeting.

Stay Up-to-Date with IITS Policies, Procedures, Standards and Guidelines

Keeping up with Information and Instructional Technology Services (IITS) policies and procedures has just gotten easier! The rapid evolution of technology and the ever-changing security threat landscape requires that the IITS policy base be regularly updated. To help you navigate through our evolving policy base we have created a page off of our web site that indexes all of our policies, categorizes the policies by subject matter, includes links to related documentation and highlights the most recently updated policies.

To stay up-to-date visit:

<http://www.longwood.edu/infosec/policies.html>



The Security Minute is a monthly publication aimed at raising awareness of information security related issues and concerns. If you have any questions regarding the newsletter, please contact the Information Security Office at 434-395-2034 or infosec@longwood.edu.