### 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>
</tbody>
</table>
| **PERSONAL Information** | Anonymised information\(^1\)  
Staff Details shared publically by the University  
Information on individuals made public with their consent including on social media sites or departmental websites | Staff Names  
Staff Work Contact Details (incl job titles)  
Student Names and Email addresses  
Academic Staff Qualifications and Publication Details  
ID number  
Online identifier (social media sites)  
Location data  
IP address  
Mobile phone 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, criminal record or trade union membership  
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  
Biometric data e.g. finger prints, facial recognition |
| **Examples (non-exhaustive)** | As defined by GDPR 2016 (see University Data Protection Policy) | | | |
| **NON-PERSONAL Information** | | | | Research proposals prior to award  
Information relating to supply or procurement of goods/services prior to approved publication. | |

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\(^1\) For these purposes anonymised information is information which cannot identify an individual either in isolation or when combined with other information (Article 4, GDPR 2016). Anonymised data may also carry other handling requirements – please see below.

\(^2\) Content dependent e.g. information relating to health, criminal record or disciplinary matters would make the reference or form Reserved

\(^3\) Dates of birth (DoB) or national insurance number (NI)\(^3\)

\(^4\) Hundreds of individuals' names plus date of birth or NI number\(^4\)
### Examples (non-exhaustive)

<table>
<thead>
<tr>
<th>Category</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anything subject to disclosure under the Freedom of Information Act</td>
<td>HR Policies and Guidance ‘Trade’ secrets, intellectual property intended for commercialisation</td>
</tr>
<tr>
<td>Department and Course details</td>
<td></td>
</tr>
<tr>
<td>Marketing or Press Information</td>
<td></td>
</tr>
<tr>
<td>Factual and general organisational for public dissemination incl annual reports or accounts</td>
<td></td>
</tr>
</tbody>
</table>