



# WHAT INFORMATION SECURITY CLASSIFICATION SHOULD YOU APPLY?

Was the information created, sent or received as part of your work for UQ?

NO



**UNOFFICIAL**

YES

Would unauthorised disclosure, modification or destruction of the information reasonably be expected to cause **serious harm** to UQ, another organisation or an individual?

YES



**PROTECTED**

Information that if breached owing to accidental or malicious activity could reasonably be expected to cause serious harm to UQ, another organisation or an individual if released publicly.

The information has a restricted audience, and access must only be authorised based on very strict academic, research or business need.

*Examples: confidential legal documents; medical records; work cover forms.*

NO

Would unauthorised disclosure, modification or destruction of the information reasonably be expected to cause **harm** to UQ, another organisation or an individual?

YES



**SENSITIVE**

Information that if breached owing to accidental or malicious activity could reasonably be expected to cause harm to UQ, another organisation or an individual if released publicly.

The information has a restricted audience, and access must only be authorised based on strict academic, research or business need.

*Examples: business documents such as budgets and business cases; unpublished research data; personal identifiable information (e.g. human resources data and tax file number); student and staff records.*

NO

Is this information intended to be publicly available?

NO



**OFFICIAL - INTERNAL**

Information that if breached owing to accidental or malicious activity would be unlikely to cause harm to UQ, another organisation or an individual if released publicly.

The information has a restricted audience, and access must only be authorised based on academic, research or business need.

*Examples: OMC design templates; internal correspondence; administrative documents (e.g. organisation structure documents or leave calendars).*

YES



**OFFICIAL - PUBLIC**

Information that if breached owing to accidental or malicious activity would have an insignificant impact. The information is authorised for public access, however it may not be made available in the public domain.

*Examples: published course outlines; policies and procedures; research data made public; official publications, such as the UQ strategy.*