



WHAT INFORMATION SECURITY CLASSIFICATION SHOULD YOU APPLY?

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

NO



UNOFFICIAL

YES

If the information was lost, or accessed or disclosed without authorisation, either accidentally or due to malicious activity (**data breach**), would this be reasonably expected to cause **serious harm** to UQ, another organisation or an individual?

YES



PROTECTED

The information has a **restricted audience**, and access must only be authorised based on **very strict** academic, research or business need (e.g. only the individuals required).

Examples: medical data; work cover forms; commercially significant research results; national security information; Personal data regarding persons under the age of 18.

NO

If the information was subject to a **data breach**, would this be reasonably expected to cause **harm** to UQ, another organisation or an individual?

YES



SENSITIVE

The information has a **restricted audience**, and access must only be authorised based on **strict** academic, research or business need (e.g. specific individuals or groups).

Examples: organisational financial or project data (e.g. budgets, business cases); unpublished research data; personal information of staff, students and others (e.g. Tax File Numbers, passport details, address, date of birth, bank account details, address, phone number); exam material; exam results.

NO

Is this information intended to be **publicly available**?

NO



OFFICIAL

Information that if subject to a data breach, 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 (e.g. specific teams).

Examples: design templates; internal correspondence that isn't SENSITIVE or PROTECTED; UQ student name and UQ email; administrative documents (e.g. organisation structure or leave calendars).

YES



PUBLIC

Information that if subject to a data breach, would have an **insignificant impact**. The information is **authorised for public access**, however it may not be made available to the public.

Examples: published course outlines; policies and procedures; official publications, UQ staff contact details (name, UQ phone, UQ email).