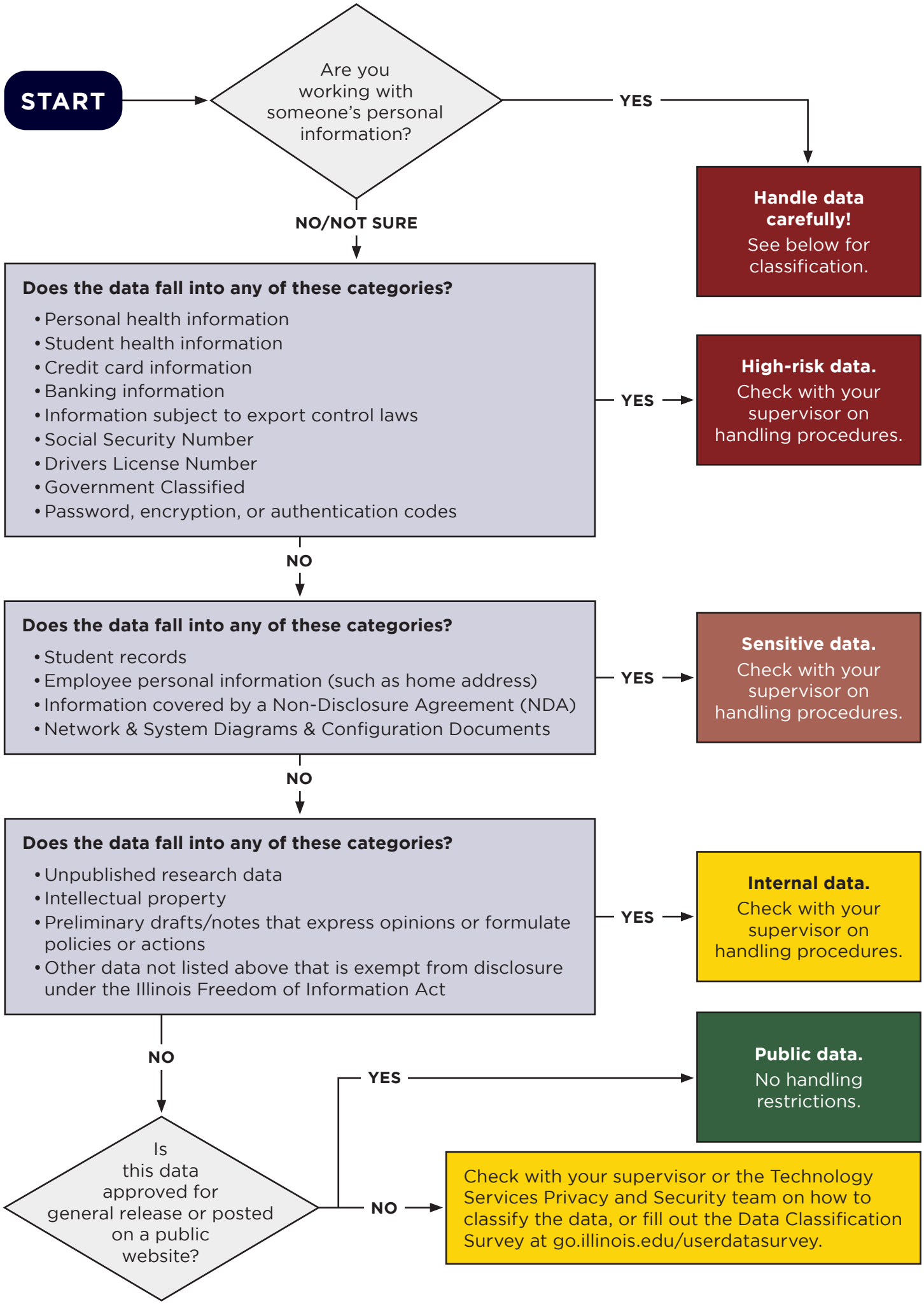
START
Are you working with someone's personal information?
YES
Handle data carefully!
See below for classification.
NO/NOT SURE
Does the data fall into any of these categories?
• Personal health information
• Student health information
• Credit card information
• Banking information
• Information subject to export control laws
• Social Security Number
• Drivers License Number
• Government Classified
• Password, encryption, or authentication codes
YES
High-risk data.
Check with your supervisor on handling procedures.
NO
Does the data fall into any of these categories?
• Student records
• Employee personal information (such as home address)
• Information covered by a Non-Disclosure Agreement (NDA)
• Network & System Diagrams & Configuration Documents
YES
Sensitive data.
Check with your supervisor on handling procedures.
NO
Does the data fall into any of these categories?
• Unpublished research data
• Intellectual property
• Preliminary drafts/notes that express opinions or formulate policies or actions
• Other data not listed above that is exempt from disclosure under the Illinois Freedom of Information Act
YES
Internal data.
Check with your supervisor on handling procedures.
NO
Is this data approved for general release or posted on a public website?
YES
Public data.
No handling restrictions.
NO
Check with your supervisor or the Technology Services Privacy and Security team on how to classify the data, or fill out the Data Classification Survey at go.illinois.edu/userdatasurvey.