Plymouth University

Information Security Classification Policy – Abridged version

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# Information Security Classification Levels

## Level 4: Public Information
- Published information about the University
- Programme and course information
- University staff directory information
- Research publications and research datasets cleared for publication
- Approved University policies and governance information

## Level 3: Standard Information (the disclosure of would not cause material harm, but which the University has chosen not to release)
- Building plans and information about the University’s infrastructure
- Unpublished research work and intellectual property not in Level 1 or 2
- Patent applications, unratified meeting minutes, drafts of research papers and internal documents
- Collaborative documents of a non-confidential nature

## Level 2: Confidential Information (the disclosure could cause risk of material harm to individuals of the University if disclosed)
- Organisational finance records
- Individual donor information
- Personnel records (including any disciplinary processes)
- Emergency contact and home address details
- Research data not in Level 1

## Level 1: Restricted Information (the disclosure would cause severe harm to individuals or the University if disclosed)
- Commercially sensitive business operations and strategies
- Medical (including tissue) or Clinical trials research data
- Research data restricted by contract or confidentiality agreement
- Account passwords that can be used to access confidential information

For full details, please refer to the [EIM-POL-001 Information Security Classification Policy](#).

Any questions regarding research data classification please contact the Service Desk in the first instance.