



## UCD User File and Data Classification Guide

### UCD Data Classification

University information is an important asset and resource. All information is categorised here according to appropriate needs for protection, handling and compliance with regulatory requirements (see below). The purpose of classification is to ensure that information is managed in a manner appropriate to the risks associated with the data. This helps ensure that the data remains reliable, trustworthy and available for appropriate use. The following table is a general overview of the different types of data and its classification:

	Red Data	Amber Data	Green Data
Legal Data Types	Protection of data is required by law or regulatory instrument.	UCD has an obligation to protect the data.	Protection of data is at the discretion of the owner or custodian.
Reputation of UCD Data	Disclosure would cause exceptional or long term damage to the reputation of the University, or risk to those whose information is disclosed.	Could cause harm to the reputation of the University.	Low risk of embarrassment or reputational harm.
Commercial Data	May have serious or long term negative financial impact on the University.	May have short term financial impact on the university.	No impact to the commercial operation of UCD.
Other Institutional Risks	Information which provides access to resources, physical or virtual.	Smaller subsets of protected data from a school.	General university information.
Approved Storage Platform Options	Novell Storage Custom Storage * Encrypted Storage Device**	Google Drive Novell Storage Microsoft office 365 Custom Storage Encrypted Storage Device**	Google Drive Novell Storage Microsoft office 365 Custom Storage Storage Device **

\* Custom storage based on unique data management requirements, classification dependent on system build.

\*\* Storage devices such as a USB Key, Mobile Phone, Laptop, External Hard Drive, Desktop PC, Cloud Storage etc.

## Contact Us

If you have any questions regarding data storage services in UCD, please email [cloudedu@ucd.ie](mailto:cloudedu@ucd.ie)