Institutional Data Classification Category:

**Public**

| Description of Data | Role | |
| --- | --- | --- |
| Student | Employee |
| Name | X | X |
| Major field of study | X |  |
| Class (i.e., freshman, sophomore, etc.) | X |  |
| Past and present participation in officially recognized activities (including positions held and official statistics related to such participation and performance) | X |  |
| Past and present participation in officially recognized sports (including positions held and official statistics related to such participation and performance) | X |  |
| Weight and height of members of athletic teams | X |  |
| Dates of attendance | X |  |
| Previous institution(s) attended | X |  |
| Full or part-time status | X |  |
| Degree(s) conferred (including dates) | X |  |
| Honors and awards (including dean's list) | X |  |
| Compensation (for executive/managerial and faculty only; salary ranges for all other employee groups) |  | X |
| Job title |  | X |
| Business address |  | X |
| Business phone number |  | X |
| UH email address |  | X |
| Job description |  | X |
| Education/training background |  | X |
| Type of appointment |  | X |
| Service computation date |  | X |
| Job code/occupational group/class code |  | X |
| Collective bargaining unit code |  | X |
| Department code/description |  | X |
| Island of employment |  | X |
| Financial transactions which do not include personally identifiable information |  |  |

Notes:

According to UH Administrative Procedure A7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students, and consistent with federal FERPA regulations which gives institutions the latitude to restrict its list of directory information, *UH email address*, *address*, *personal phone number*, and *UH ID number* of students are NOT considered student directory information at the University of Hawai‘i and therefore are not available to the general public.

According to UH Administrative Procedure A7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students, the University will not release lists of students’ directory information, with certain exceptions.

These examples are intended to illustrate the range of unacceptable actions rather than to exhaustively elaborate all specific behaviors that may violate the principle.

Institutional Data Classification Category:

**Restricted**

| Description of Data | Role | |
| --- | --- | --- |
| Student | Employee |
| UH email address / UH username | X |  |
| Address (street name and number) | X |  |
| Personal phone number | X |  |
| UH ID number (may be referred to as Student or Employee ID number) | X | X |
| Photos, including those on ID cards, for University use | X | X |
| Banner PIDM | X | X |
| ODS PIDM | X | X |

Note*:*

According to UH Administrative Procedure A7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students, and consistent with federal FERPA regulations which gives institutions the latitude to restrict its list of directory information, *UH email address*, *address*, *personal phone number*, and *UH ID number* of students are NOT considered student directory information and are therefore not available to the general public.

Institutional Data Classification Category:

**Sensitive**

| Description of Data | Role | |
| --- | --- | --- |
| Student | Employee |
| Date of birth | X | X |
| Other education record data that is not considered directory or restricted information, such as gender, ethnicity, grades, courses taken, GPA | X |  |
| Address |  | X |
| Personal phone number |  | X |
| Non-UH email address | X | X |
| Job applicant records (names, transcripts, etc.) | X | X |
| Salary and payroll information | X | X |
| Access codes, passwords, and PINs for online information systems | X | X |
| Answers to “security questions,” such as “what is the name of your favorite pet?” | X | X |
| Confidential information subject to attorney-client privilege | X | X |
| Information made confidential by a collective bargaining agreement | X | X |
| Detailed information about security/information systems (physical and/or network) | NA | NA |
| Any information protected by contracts, legal agreements, MOU/MOA/NDA, etc. | NA | NA |

Note:

Although not considered Institutional Data, UH research data or other UH intellectual property should be treated as sensitive data.

Institutional Data Classification Category:

**Regulated**

| Description of Data | Role | |
| --- | --- | --- |
| Student | Employee |
| An individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted: |  |  |
| * Social Security Number | X | X |
| * Driver license number or Hawai‘i identification card number | X | X |
| * Account number, credit or debit card number, access code, or password that would permit access to an individual's financial account | X | X |
| Payment Card Industry Data Security Standard (PCI-DSS) information | X | X |
| Health information, including anything covered by the Health Insurance Portability and Accountability Act (HIPAA) | X | X |