Securing Your Records

Type of Records	Highly Sensitive	Sensitive	Private	Unclassified
➢ Data subject to regulatory control ➢ Medical ➢ Children and Young Persons	Records are classified as **Highly Sensitive**			
➢ Financial Information ➢ Research Data (personal medical data)	Records are classified as **Highly Sensitive**			
➢ Staff and Student Personal Information ➢ Exam material / results ➢ Credit Card	Records are classified as **Sensitive or higher**			
➢ Business unit process and procedure ➢ Unpublished intellectual property	Records are classified as **Private or higher**			
➢ IT system design / configuration	Records are classified as **Private or higher**			
➢ Faculty and staff directory information ➢ Published research data ➢ Course catalogues	Records are classified as **Unclassified or higher**			

Data Classification Standard information can be found here: https://www.datagovernance.unsw.edu.au/data-classification-standard

For more information, visit https://www.recordkeeping.unsw.edu.au/rams/information-security

RAMS Access Controls

Highly Sensitive	Sensitive	Private	Unclassified
RAMS Access Control Requirement: Mandatory restriction. Access Control must be applied to restrict only those positions and/or business unit(s) that require access to this information. **Access Controls:** View Document: <Special Access Group or individual positions> View Metadata: <Special Access Group or individual positions> **Review Period:** Every 6 months	**RAMS Access Control Requirement:** Mandatory restriction. Access Control must be applied to restrict all Units/Departments that require access to this information. **Access Controls:** View Document: <Division or subgroup> View Metadata: <Division or subgroup> **Review Period:** Every 1 year	**RAMS Access Control Requirement:** Optional, required for business purposes only. **Access Controls:** View Document: <Division or subgroup> View Metadata: <Division or subgroup> **Review Period:** Every 2 years	**RAMS Access Control Requirement:** Optional, required for business purposes only. **Access Controls:** View Document: <Unrestricted> View Metadata: <Unrestricted> **Review Period:** Not required

BETTER RECORDS MEAN

BETTER BUSINESS

Please contact records@unsw.edu.au if you have any questions about classifying your records.