

A published Information Risk Classification Framework will be established by Information Services and provided to direct the classification of University electronic information by risk category.

The purpose of this framework is to help employees to classify information by level of risk (i.e. low, moderate, high) to enable and guide the University of Regina's information security program. Classification of information will aid in determining baseline information security controls for the suitable protection of electronic information.

This framework applies to University records in electronic formats.

The classification scheme described should be applied to University information by:

- all University employees
- volunteers, information management service providers, independent contractors and agents engaged by a department or employee of the University who create, utilize, or manage University records

All University electronic data and information shall be classified by the Data Steward or Trustee into risk categories as defined in this framework. This classification of information will be used in conjunction with Data Handling Standards to determine the appropriate baseline or minimum information security controls to appropriately safeguard that information from alteration, loss, or unauthorized access.

A Data Handling Standard identifying the appropriate security controls for each risk category shall be established and made available. More restrictive controls than required by the Data Handling Standard may be implemented.

Collections of Information

Data Stewards or Trustees may wish to assign a single classification to a collection of information that is common in purpose or function. When classifying a collection of information, the most restrictive classification of any of the individual information elements must be used. For example, if an information collection consists of a combination of publicly available information and sensitive or confidential information, the resulting Information collection (information) must be classified as Sensitive or Confidential.

Information with Exceptional Risk

The Information Risk Classification Framework outlines risk categories for information of all expected risk levels. However, there may be cases where exceptionally high risk information exists whose disclosure or compromise would be catastrophic to the University. Where such cases are identified, additional protections as determined by Information Services may be necessary, and separate Data Handling Standards may be required.

The Information Risk Classification Framework is available [here](#).