Berry College Data Sensitivity Levels

Level	Criteria (How do you know?)	Constraints (What may you do with this data?)
Secret	**Impact of Unauthorized Disclosure:** Severe harm to individuals or the institution **Scope:** Regulatory / Legal Requirements present	**Distributing or Sharing:** Requires prior approval from steward **Downloading or Storing:** Approved, highly secure systems
High	**Impact of Unauthorized Disclosure:** Significant harm to individuals or the institution **Scope:** Personally Identifiable Information (PII) is present; Students' educational records	**Distributing or Sharing:** Requires prior approval from steward **Downloading or Storing:** Approved systems
Medium	**Impact of Unauthorized Disclosure:** Moderate harm to individuals or the institution **Scope:** PII is limited (anonymized or unspecific), if any; Personal notes (not part of educational record)	**Distributing or Sharing:** Internal is generally acceptable; External requires prior approval from steward **Downloading or Storing:** No limitations; Must be deleted before leaving employment with Berry
Low	**Impact of Unauthorized Disclosure:** Little or no harm **Scope:** Publicly available information	**Distributing or Sharing:** No limitations **Downloading or Storing:** No limitations

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This policy does not limit Berry employees from accessing data on personal devices through web browsers or apps like Canvas.

Collections of data should be labeled according to the highest degree of sensitivity present within.

Questions about whether data or documents are part of a student's educational record should be directed to the Office of the Registrar, registrar@berry.edu

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