

Classification Matrix

	Restricted Information	Sensitive Information	General Information
Criteria	Protection is required by law or other regulatory guideline	NIU has an obligation to protect the information	Protection of information is at the discretion of the data owner
Access	Only those individuals designated with approved access and who have signed non-disclosure agreements	NIU employees and non-employees on a need-to-know basis	General public
Examples	Medical Students HRS Financial Contracts Security Plans Credit card numbers Name along with SSN or DL or State ID or other account info	Research detail Library transactions Donor Financial transactions Email designated for view by a particular person	Informational maps Business contact data Directory information Generic Email

Note: The above list is provided as examples only and is subject to change without notice. Relevant laws will govern handling of information, and should always be consulted.

Examples of Restricted Information

FERPA - Student Records

- Grades / Transcripts
- Class lists or enrollment information
- Student Financial Services information
- Department recruiting information
- Credit Card Numbers
- OneCard Information
- Bank Account Numbers
- Payment History
- Financial Aid / Grant information / Loans
- Student Tuition Bills

NIU may release the following information, without student consent, **unless** the student designates otherwise.

- Name
- Date of birth
- Place of birth
- Directory address and phone number
- Electronic mail address
- Mailing address
- Permanent address
- Residence assignment
- Specific NIU registration information
- Degree(s) awarded and date(s)
- Major(s), minor(s), and field(s)
- University degree honors
- Institution attended immediately prior to NIU
- ID card photographs for University classroom use

HIPAA - Health Information

- Patient Names
- Street address, city, county, zip code
- Social security numbers
- Account/Medical record #'s
- Health plan beneficiary numbers
- Certificate/license #'s
- Photographic images

Any other unique identifying number, characteristic, or code
Payment Guarantor's information

General Counsel's Information

Confidential legal information or consultation

Human Resources Information

Performance reviews
Worker's compensation or disability claims
Disciplinary documentation
Name in association with:
 Social Security Number
 Salary or payroll information
 Bank account number
 Date of birth
 Home address or personal contact information
 Driver's license number
 State ID number
 Benefits information

Business and Management Information

Credit card numbers with or without expiration date
NIU Bank account numbers
Purchasing card (P-card) numbers