Data Classification Workflow

Are you the Data Steward?

- Yes → Consult the Data Steward for classification.
- No → Not sure
  - Is your name on the Data Steward Matrix as the Data Steward for the type of data in question?
    - Yes → You are the Data Steward. Review the responsibilities of Data Stewards.
    - No → Did you create this data?
      - Yes → You are the Data Steward. Review the responsibilities of Data Stewards.
      - No → Consult with the Information Security Office to determine how to classify this data.
  - Not sure → Not sure
    - Is this data governed by any law or regulation?
      - Yes → Restricted Data
      - No → Are there significant consequences to the University if this data is exposed, altered, or destroyed?
        - Yes → Restricted Data
        - No → Are there moderate consequences to the University if this data is exposed, altered, or destroyed?
          - Yes → Private Data
          - No → Public Data

Use the Data Classification Guidelines to determine if the data would have significant or moderate consequences to the University if exposed, altered, or destroyed. Then proceed with the flowchart.