

Classes of information and their usual need for protection

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1 Introduction

Performing a complete protection needs assessment for information is time-consuming. For this reason, this document defines classes of information that frequently occur in everyday work at the University of Paderborn (UPB). Each class is accompanied by the usual protection requirements for confidentiality, availability and integrity of information in the class. In this way, an appropriate protection requirement can be derived for numerous pieces of information without having to perform a protection requirement assessment as an individual case check. The following classification thus corresponds to a "quick test" - in case of doubt, the classification does NOT replace the case-by-case examination. In some places, the protection requirements differ with regard to the categories confidentiality, availability and integrity. In this case, the higher protection requirement must generally be assumed in order to define appropriate security measures.

If personal data is the subject of information, the other requirements of data protection law must also be observed, namely data minimization (data is processed only to the extent necessary), non-concatenation (data processed for different purposes must not be combined), transparency (recognizability of who processes data from whom for what purpose, through which systems and in what way) and intervenability (ensuring the rights of the data subject (e.g., information pursuant to Art. 15 of the GDPR and, if necessary, implementation of required measures)).

1.1 Administrative data

Information class	Typical confidentiality protection requirements	Typical availability protection requirements	Typical integrity protection requirements
Work-related contact data of employees, for example, telephone number or e-mail address, home address	Normal	Normal	Normal
Private contact data of employees, e.g. telephone number, e-mail addresses	Normal to High	Normal to High	Normal to High
Data without personal reference that originate from publicly accessible sources	Normal	Normal	Normal
Regulations of the faculties and institutions, such as circulations	Normal	Normal	Normal
Contracts with partners of the university that do not require confidentiality	Normal to High	Normal to High	Normal to High
Offers	Normal to High	Normal to High	Normal to High
Order confirmations	Normal	Normal to High	Normal to High
Loan documents	High	High	High
Business letters	Normal to High	Normal to High	Normal to High
Insurance policies	Normal	High	High
Settlement documents	High	High	High
Bank receipts	High	High	High

Incoming invoices	Normal to High	Normal to High	Normal to High
Incoming and outgoing payment ledgers	High	High	High
Money order	High	High	High
Travel reimbursement	Normal to High	Normal	Normal to High
Infection protection law/health certificate and last documentation of instruction	Normal	Normal	Normal
Youth Employment Protection Documents	Normal	Normal	Normal
Budget data	High	High	High

1.2 Personnel data

File class	Typical confidentiality protection requirements	Typical availability protection requirements	Typical integrity protection requirements
Personnel master data	High	High	High
Date of birth	High	High	High
Payrolls	High	High	High
Gross payrolls	High	High	High
Employee leasing - business documents of the lender	High	High	High
Time sheets	Normal	High	High
Wage records (social security)	High	High	High
Maternity protection documents	High	High	High
Supply file data	High	High	High
Documents about recreational leave	Normal	Normal	Normal
Time sheets for flexible working hours	Normal	High	High

1.3 Student Data

File class	Typical confidentiality protection requirements	Typical availability protection requirements	Typical integrity protection requirements
Student master data	High	High	High
University email address	Normal	Normal	Normal
Testimonials	High	High	High

Attendance lists	High	High	High
Assignment of matriculation number to name	High	High	High
Corrected exams	High	High	High
Exercise sheet	Normal	Normal	Normal
Term/seminar papers	Normal	Normal	Normal
Communication with students	Normal	Normal	Normal
Theses	Normal	High	High
Applications for theses	Normal	Normal	Normal
Expert opinions for individual theses	High	Normal	High
Grades for individual seminars	Normal to High	Normal	High
Grades that provide an overview of the overall performance of students	High	Normal	High

1.4 Scientific data

File class	Typical confidentiality protection requirements	Typical availability protection requirements	Typical integrity protection requirements
Scientific data (e.g. study results, measurement series) that have not yet been published	Normal to High	Normal to High	Normal to High
Scientific data that require special protection due to contractual agreements (e.g., from collaborations).	High	High	High

1.5 Health data

File class	Typical confidentiality protection requirements	Typical availability protection requirements	Typical integrity protection requirements
Documents on allowances, medical care, medical procedures, benefits, illnesses	High	High	High
Workers' compensation injury procedures	High	High	High
Other health data	High to Very High	High to Very High	High to Very High

1.6 Occupational safety and health

File class	Typical confidentiality protection needs	Typical availability protection requirements	Typical protection requirements of the integrity of the activity
Chemicals (test plans, inspections carried out, briefings, etc.)	Normal	High	Normal
Hazardous working materials	Normal	Normal	Normal
Index of occupational medical check-ups in the field of hazardous substances	High to Very High	High to Very High	High to Very High
Psychological hazards in the workplace	Normal	Normal	Normal