

**3DHB ICT Information Classification Guide\***

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| --- | --- | --- |
| **Service / Project** | **Completed By** | **Date** |
|  |  |  |

Tick the description(s) that matches your information:

|  |  |  |
| --- | --- | --- |
| **Description** |  | **Classification** |
|  |  | **IN CONFIDENCE : (see footnote)[[1]](#endnote-1)** |
| Personal health information |  | MEDICAL IN CONFIDENCE |
| Identifiable employee and practitioner information that is not intended for the public domain |  | STAFF IN CONFIDENCE |
| Commercially sensitive information that needs protection from unauthorised access |  | COMMERCIAL IN CONFIDENCE |
| Statistical or financial information that is non–identifiable |  | Unclassified |
| All other information |  | Unclassified |

The “rule” is:

Information that is classified IN CONFIDENCE or higher requires protection from unauthorised access during processing, transfer and while at rest.

**Does your information contain subject matter that requires special handling?**

|  |  |
| --- | --- |
| **Special Handling Subject Matter** | **Yes** |
| Sensitive patient information (eg VIP’s) |  |
| Sensitive categories of disease (eg Mental Health) |  |
| Sensitive subjects (violence and abuse; pandemics) |  |
| Other: |  |

The “rule”: Information that requires special handling will use higher access standards for electronic solutions or an alternative manual process to ensure the ‘need to know’ principle is maintained.

1. ***Please note: The above lists are not exhaustive. There are additional classes of IN CONFIDENCE information such as “legally privileged” and “restricted”. Contact*** [***information.management@ccdhb.org.nz***](mailto:information.management@ccdhb.org.nz) ***or the CCDHB Privacy Officer if you are unsure about how your information should be classified***  [↑](#endnote-ref-1)