

[Get Help](#)[Get Started](#) | [Support](#) | [Security](#) | [Academic Technology](#) | [Explore Tools & Services](#) | [GW Status](#) | [About](#) | [Q](#)

[Home](#) ▶ [Explore Tools & Services](#) ▶ [Tools & Services by Category](#) ▶ [Administrative and Business](#) ▶ [Data, Reporting, and Analytics](#) ▶ [Data Management](#) ▶ [Data Governance](#) ▶ [Data Classification & Protection](#) ▶ Data Classification Guide

Explore Tools & Services

Tools & Services by Category

Administrative and Business

Business Capability and Process Automation

Data, Reporting, and Analytics

Data Management

Business Intelligence Services

Data Integration

Data Lake

Data Governance

Data & Reporting

Institutional Data

Data Governance Center

Data Classification & Protection

Data Classification Guide

Data Protection Guide

Data Quality

Data Stewardship

Data Sharing

Data Awareness

Financial and Procurement Systems

Human Resource Systems

Student Information Systems

Communication and Collaboration

Desktop and Mobile Computing

IT Professional Services

Information Security

Infrastructure

Data Classification Guide

Data Classification is the means used to define and categorize files and critical business information based on the data's level of sensitivity, value and criticality, including the scope in which the data can be shared. GW institutional data classification levels are Regulated,

<p>Research</p> <hr/> <p>Teaching and Learning</p> <hr/> <p>For Faculty</p> <hr/> <p>For Staff</p> <hr/> <p>For Students</p> <hr/> <p>For Researchers</p> <hr/> <p>For Alumni</p> <hr/> <p>For Affiliates</p> <hr/> <p>For Visitors</p> <hr/>	<p>Restricted and Public.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;">Classification Level</th><th style="text-align: center; padding: 5px;">Description</th></tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 10px;">Regulated</td><td> <p>Regulated data is information that is protected by local, national, or international statute or regulation mandating certain restrictions.</p> <p>Regulated information constitutes an area of critical concern because of the severe risk to the university, its affiliates and to individuals, should information be inappropriately accessed, altered, disclosed or destroyed.</p> <p>Regulated information requires strict control, very limited access and disclosure, which may be subject to legal restrictions. Access to regulated data must be limited to authorized university employees (staff and faculty) with a valid business need. Where access to regulated data has been authorized, use of such data shall be limited to the purpose required to perform university business. Authorized users must respect the confidentiality and privacy of individuals whose regulated information they access, observe ethical restrictions that apply to the information they access, and abide by applicable laws and policies with respect to accessing, using, or disclosing information.</p> <p>Examples of regulated data include:</p> <ul style="list-style-type: none"> • Student academic and financial records, regulated by the Family Educational Rights and Privacy Act (FERPA). • Government-issued identification numbers, including social security numbers, driver license numbers, and passport numbers. • Individuals' financial account numbers, including credit card numbers and bank account numbers. • Data, information, or technical specifications not in the public domain that are regulated by export control laws, excluding technology or software that arises during, or results from, fundamental research under Section 734.8 of the Export Administration Regulations (EAR). <p>Data Owners in partnership with their appointed Data Stewards are responsible for implementing appropriate managerial, operational, physical, and role-based controls. Consult with the GW Data Governance team and GW Information Technology, for guidance or questions regarding access to, use of, transmission of, and disposal of Regulated Information (Data Protection Guide)</p> </td></tr> <tr> <td style="text-align: center; padding: 10px;">Restricted</td><td> <p>Restricted data is information that is not generally available to the public, but deemed confidential due to university policies, contracts, regulations or due to proprietary considerations.</p> <p>Access to restricted data must be limited to appropriate university faculty, staff, students, or other authorized users with a valid business need. This information must be protected from unauthorized access, use, or disclosure. If disclosed, altered or destroyed, restricted data could cause a moderate adverse impact to the individual, university or its affiliates.</p> <p>Examples of restricted data include:</p> <ul style="list-style-type: none"> • payroll and tax information, performance appraisals • legal records and contracts; • general ledger data, Facilities records • internal directory information </td></tr> </tbody> </table>	Classification Level	Description	Regulated	<p>Regulated data is information that is protected by local, national, or international statute or regulation mandating certain restrictions.</p> <p>Regulated information constitutes an area of critical concern because of the severe risk to the university, its affiliates and to individuals, should information be inappropriately accessed, altered, disclosed or destroyed.</p> <p>Regulated information requires strict control, very limited access and disclosure, which may be subject to legal restrictions. Access to regulated data must be limited to authorized university employees (staff and faculty) with a valid business need. Where access to regulated data has been authorized, use of such data shall be limited to the purpose required to perform university business. Authorized users must respect the confidentiality and privacy of individuals whose regulated information they access, observe ethical restrictions that apply to the information they access, and abide by applicable laws and policies with respect to accessing, using, or disclosing information.</p> <p>Examples of regulated data include:</p> <ul style="list-style-type: none"> • Student academic and financial records, regulated by the Family Educational Rights and Privacy Act (FERPA). • Government-issued identification numbers, including social security numbers, driver license numbers, and passport numbers. • Individuals' financial account numbers, including credit card numbers and bank account numbers. • Data, information, or technical specifications not in the public domain that are regulated by export control laws, excluding technology or software that arises during, or results from, fundamental research under Section 734.8 of the Export Administration Regulations (EAR). <p>Data Owners in partnership with their appointed Data Stewards are responsible for implementing appropriate managerial, operational, physical, and role-based controls. Consult with the GW Data Governance team and GW Information Technology, for guidance or questions regarding access to, use of, transmission of, and disposal of Regulated Information (Data Protection Guide)</p>	Restricted	<p>Restricted data is information that is not generally available to the public, but deemed confidential due to university policies, contracts, regulations or due to proprietary considerations.</p> <p>Access to restricted data must be limited to appropriate university faculty, staff, students, or other authorized users with a valid business need. This information must be protected from unauthorized access, use, or disclosure. If disclosed, altered or destroyed, restricted data could cause a moderate adverse impact to the individual, university or its affiliates.</p> <p>Examples of restricted data include:</p> <ul style="list-style-type: none"> • payroll and tax information, performance appraisals • legal records and contracts; • general ledger data, Facilities records • internal directory information
Classification Level	Description						
Regulated	<p>Regulated data is information that is protected by local, national, or international statute or regulation mandating certain restrictions.</p> <p>Regulated information constitutes an area of critical concern because of the severe risk to the university, its affiliates and to individuals, should information be inappropriately accessed, altered, disclosed or destroyed.</p> <p>Regulated information requires strict control, very limited access and disclosure, which may be subject to legal restrictions. Access to regulated data must be limited to authorized university employees (staff and faculty) with a valid business need. Where access to regulated data has been authorized, use of such data shall be limited to the purpose required to perform university business. Authorized users must respect the confidentiality and privacy of individuals whose regulated information they access, observe ethical restrictions that apply to the information they access, and abide by applicable laws and policies with respect to accessing, using, or disclosing information.</p> <p>Examples of regulated data include:</p> <ul style="list-style-type: none"> • Student academic and financial records, regulated by the Family Educational Rights and Privacy Act (FERPA). • Government-issued identification numbers, including social security numbers, driver license numbers, and passport numbers. • Individuals' financial account numbers, including credit card numbers and bank account numbers. • Data, information, or technical specifications not in the public domain that are regulated by export control laws, excluding technology or software that arises during, or results from, fundamental research under Section 734.8 of the Export Administration Regulations (EAR). <p>Data Owners in partnership with their appointed Data Stewards are responsible for implementing appropriate managerial, operational, physical, and role-based controls. Consult with the GW Data Governance team and GW Information Technology, for guidance or questions regarding access to, use of, transmission of, and disposal of Regulated Information (Data Protection Guide)</p>						
Restricted	<p>Restricted data is information that is not generally available to the public, but deemed confidential due to university policies, contracts, regulations or due to proprietary considerations.</p> <p>Access to restricted data must be limited to appropriate university faculty, staff, students, or other authorized users with a valid business need. This information must be protected from unauthorized access, use, or disclosure. If disclosed, altered or destroyed, restricted data could cause a moderate adverse impact to the individual, university or its affiliates.</p> <p>Examples of restricted data include:</p> <ul style="list-style-type: none"> • payroll and tax information, performance appraisals • legal records and contracts; • general ledger data, Facilities records • internal directory information 						

Classification Level	Description
Public	<p>Public data is information that can be freely used, reused and redistributed by anyone with no existing local, national or international legal restrictions on access or usage.</p> <p>Security controls are required to protect public data, against unauthorized modification or destruction. If altered or destroyed, public data would cause little or no adverse impact to the university, its affiliates, or the individual.</p> <p>Example of public data include:</p> <ul style="list-style-type: none"> • announcements and press releases • public event information • public directories and maps

- [View Examples of regulated and restricted data types.](#)



Submit a Request

ithelp@gwu.edu

[View My Tickets](#)

[Reset Password](#)



Classroom Support

202-994-7900

[Classroom Search](#)



Phone

202-994-4948

24 hours / 7 days a week



Walk-In

Walk-In Support Centers

Knowledge Base

Explore our knowledge base for how-to articles and guides.

[IT Help](#)



Academic Center
801 22nd Street, NW B101
Washington, DC 20052

Phone: 202-994-GWIT (4948)
ithelp@gwu.edu



[Campus Advisories](#)[EO/Nondiscrimination Policy](#)[Website Privacy Notice](#)[Contact GW](#)[Accessibility](#)[Terms of Use](#)[Copyright](#)[Report a Barrier to Accessibility](#)