

▼ Personal Data Categories

Personal Data categories provide a coarse grained classification for the topic that a data set may cover. This is not a complete list, but focuses on the categories that relate to people, their assets, opinions, behaviours, capabilities and possessions.

Personal data categories are implemented as a category hierarchy in the open metadata glossary. Organisations can use it to gather/organize the glossary terms used for tagging data sets. When the glossary term is added to one of these categories, it is saying all of the data linked from it contains personal information. Thus the category hierarchy records the organization's descriptions on what they consider personal data. From this metadata we can build reports on (1) where personal data is located, whether the classifications for the data are appropriate (3) the type of personal information used by services (APIs) and business capabilities

1.0

• Unknown / unclassified

Use this classification for situations where the type of data being processed is unknown to the service.

2.0

▼ Technical information related to service use

This describes the type of data that is collected/stored/used as an individual is using a service/offering.

2.1

• Access and authentication credentials

This includes userId and password, security questions and passphrases set up to identify an authorised user for a service. This type of data may be augmented with other personal data to create a higher level of authentication.

2.2

• Service configuration and preferences

How has the individual configured the service. This may include accessibility features and locale, both of which are potentially sensitive.

2.3

• Service use metering and accounting data

This is log information used to understand how often, how much and which aspects of a service is being used by an individual. Its aim is to give a high level summary of the use of the service.

2.4

• Service instrumentation data

Service instrumentation data provides detailed logging on the performance and use of components within the offering. This includes performance information, tracing of service execution, sequences of operations use. This data is typically collected for debugging and service improvement.

2.5

• Service diagnostics

Service diagnostics are collected during unexpected or error situations to allow the offering team to correct the situation and hopefully prevent it from occurring in the future.

2.6

• Connection and network connectivity data

This includes data values that define the mechanisms used to connect to the service, for example, IP address, protocols used and other settings related to the communication mechanism, such as browser levels and settings.

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3.0	▼ Identity of the individual This data represents information used to uniquely identify an individual. It is very valuable data when joining data sets from different sources.
3.1	<ul style="list-style-type: none"> • Personal contact details This includes courtesy title, pre- and post-nominals, email addresses, phone numbers, postal address, ...
3.2	<ul style="list-style-type: none"> • Personal demographic information Information such as an individual's gender, ethnic group, religion, age, birth-date, marital status, military status
3.3	<ul style="list-style-type: none"> • Government identities This includes identity cards, driving licences, passports, social security number or equivalent
3.4	<ul style="list-style-type: none"> • Employment identities Payroll/serial number; employee club membership identifier;
3.5	<ul style="list-style-type: none"> • Accounts and web identities Account information and identities for different online services.
3.6	<ul style="list-style-type: none"> • Technology identifiers Mobile device ids, laptop ids, machine identifiers, IP addresses, sensors and instrumented personal assets (e.g. car) identifiers
4.0	▼ Characteristics of the individual Attributes about the individual.
4.1	<ul style="list-style-type: none"> • Payment and financial account data Bank accounts, credited and other means of payment
4.2	<ul style="list-style-type: none"> • Nationality and citizenship Which countries is an individual associated with
4.3	<ul style="list-style-type: none"> • Personal health data and medical records Details of medical conditions, illnesses, procedures, measurements or any other clinical information.
4.4	<ul style="list-style-type: none"> • Personal biometric data Information about a person's physical characteristics, such as fingerprints, typically used for identification.
4.5	<ul style="list-style-type: none"> • Personal genomic data Information about an individuals genetic inheritance.
4.6	<ul style="list-style-type: none"> • Personal data of children Information about an individual who is under 14 or the relationship of an adult to a child, such as parent.

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4.7	<ul style="list-style-type: none"> Personal profile data <p>Categorisation of the individual from analysis.</p>
4.8	<ul style="list-style-type: none"> Political opinions <p>Either stated, asserted by others, or inferred from other data.</p>
4.9	<ul style="list-style-type: none"> Appearance <p>Photographic or descriptive information about physical appearance.</p>
4.10	<ul style="list-style-type: none"> Credit Rating <p>Information relating to an individual's credit history, credit reports, rating and scores</p>
4.11	<ul style="list-style-type: none"> Criminal Records and Prosecutions <p>Including criminal background check results, proceedings and records</p>
5.0	<ul style="list-style-type: none"> ▼ Location and environment of the individual <p>This data releases to the near-term location of an individual. This data is used to customise services and identify opportunities for offers and other services. See “Habits of the individual” for more historical collections of a person’s location.</p>
5.1	<ul style="list-style-type: none"> Appointments, schedules, calendar entries <p>What is their activity and availability?</p>
5.2	<ul style="list-style-type: none"> Environmental sensor data <p>This includes local temperature, humidity, noise, pollution,</p>
5.3	<ul style="list-style-type: none"> User current location <p>Where is the user currently from a physical location point of view</p>
5.4	<ul style="list-style-type: none"> User consumption of resources <p>What resources is the user currently using. This could be the webpage they are on, how far they are reading a book, to the fuel they are using in their car.</p>
6.0	<ul style="list-style-type: none"> ▼ Capabilities and qualifications of the individual <p>The following information is useful to employers and recruiters. It explains earning potential and possible influence with an organisation.</p>
6.1	<ul style="list-style-type: none"> Language proficiency <p>Which (human) languages does an individual speak and to what level of proficiency.</p>
6.2	<ul style="list-style-type: none"> Profession and employment information <p>What is their employment status and other information related to length of service and employer.</p>
6.3	<ul style="list-style-type: none"> Honours and awards <p>What honours and awards has this individual been recognised with, both within and employment contract and more broadly. This includes promotions.</p>

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6.4	<ul style="list-style-type: none"> • Skills <p>What skills does the individual have - this may be measured or self-certified.</p>
6.5	<ul style="list-style-type: none"> • Education and professional certifications <p>What education levels have they achieved, from school, universities, professional training and other education.</p>
6.6	<ul style="list-style-type: none"> • Professional affiliations <p>What unions, professional bodies and learned societies do they belong? and the fees/donations they pay.</p>
6.7	<ul style="list-style-type: none"> • Security Clearances
7.0	<ul style="list-style-type: none"> ▼ Habits of the individual <p>The following data categories focus on the activities of an individual, and often include historical data so that trends and significant events can be detected.</p>
7.1	<ul style="list-style-type: none"> • Leisure interests <p>What does the individual like to spend their free time doing.</p>
7.2	<ul style="list-style-type: none"> • Clubs and similar memberships <p>Who do they associate with outside of the professional arena. This includes newspaper subscriptions.</p>
7.3	<ul style="list-style-type: none"> • Travel destinations and itineraries <p>Where does an individual travel to, how long do they stay, what do they do when away from home.</p>
7.4	<ul style="list-style-type: none"> • Location history <p>Tracking information on the movements of an individual, or asset associated with an individual such as a smartphone.</p>
7.5	<ul style="list-style-type: none"> • Purchase history <p>Information about an individuals purchase over time</p>
7.6	<ul style="list-style-type: none"> • Search commands and queries <p>Descriptions of the information that an individual is interested in.</p>
7.7	<ul style="list-style-type: none"> • Content consumption and browsing history data <p>What does the individual download, what websites do they use.</p>
8.0	<ul style="list-style-type: none"> ▼ Assets of the individual <p>This category defines information about the personal possessions of the individual.</p>
8.1	<ul style="list-style-type: none"> • Patents, publications, blogs, podcasts, videos <p>Intellectual contributions and property of the individual.</p>
8.2	<ul style="list-style-type: none"> • Personal physical assets <p>Physical possessions such as devices, cars, houses, ...</p>

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9.0	▼ Network of the individual <p>This category of data identifies the other people that an individual interacts with. The relationships become looser as the list progresses.</p>
9.1	<ul style="list-style-type: none"> • Family and household <p>This are people who are recognised relations or live in the same household or other types of dependents.</p>
9.2	<ul style="list-style-type: none"> • Contacts <p>Contacts are people and organisations that appear in an individuals contact list or phone directory.</p>
9.3	<ul style="list-style-type: none"> • Social networks and interactions <p>These are people who either follow, or are following an individual, or have exchanged a message with.</p>
9.4	<ul style="list-style-type: none"> • Emergency contact information <p>Name, phone, relationship of nearest relation/friend/guardian</p>
10.0	▼ Employment related information
10.1	<ul style="list-style-type: none"> • Business contact information <p>Email, phone, fax, conference numbers and URLs</p>
10.2	<ul style="list-style-type: none"> • Work location <p>Office, work location code and postal address</p>
10.3	<ul style="list-style-type: none"> • Job role and reporting structure <p>Job role, management chain, department and finance codes; project information; division</p>
10.4	<ul style="list-style-type: none"> • Seniority <p>Job level/band</p>
10.5	<ul style="list-style-type: none"> • Contract and compensation <p>Gross salary, net wage, salary, deductions including taxes, incentive plans, stock, retirement benefits, performance bonus, incentive and commissions, awards, benefits in kind, non-cash benefits (e.g. company car), bank transfer files, pay slips, tax statements and statements of contribution, pension and investment related information; hiring and termination conditions</p>
10.6	<ul style="list-style-type: none"> • Time recording <p>Service reference date, working hours, billable hours and rate, time allocation, vacation time, leave indicator</p>
10.7	<ul style="list-style-type: none"> • Assessments and evaluations <p>References, evaluation scores, confidential feedback, interview and review meeting notes, attendance</p>
10.8	<ul style="list-style-type: none"> • Allocated assets and logins <p>Laptops, phones, keys, user login identifiers, other equipment</p>

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10.9	<ul style="list-style-type: none"> • Access permissions Badge data, access rights and history, sound, visual images, recordings of personal appearance and behavior
10.10	<ul style="list-style-type: none"> • Foreign assignment and business travel Assignment details, relocation information, visas, employment permits, willingness to travel, mobility preferences
10.11	<ul style="list-style-type: none"> • Expenses and reimbursement Expense related information such as amounts claimed and receipts. Reimbursements for corporate expenses as well as for some personal expenses (cafeteria, medical plans, car insurance)
10.12	<ul style="list-style-type: none"> • Grievances and Appeals Grievance/complaint/case information, and results
11.0	<ul style="list-style-type: none"> • State Benefit/Welfare Payments Social welfare needs or benefits or other social welfare assistance received including Social Security Institution, enlistment data, Social Security relevant dates, welfare payments
15.0	<ul style="list-style-type: none"> • Organisation identifiable information Information that identifies specific organisations. This information may directly identify an individual if the organisation is a small, one-person operation, or may identify a characteristic of a person when specific organisations are associated with an individual.
16.0	<ul style="list-style-type: none"> • Contract information Information about a person or organisation where they are identified as a legal person in a contract is not personal information. It is included here to distinguish between names and addresses of people collected as part of a legal agreement and situations where this information is collected and used for other purposes.