

INFORMATION CLASSIFICATION AND HANDLING POLICY

1. OVERVIEW AND PURPOSE

- 1.1 The University needs to safeguard its information and, where that information is personal data, also has a duty to comply with data protection legislation.
- 1.2 The Information Classification and Handling Policy sits alongside the University's Information Security policies and Data Protection Policy and is in place to ensure that all information – whether personal data or not – is handled by the University with appropriate care and security at all times.
- 1.3 This policy outlines how information should be classified based on its sensitivity or value, and any risks associated with inappropriate disclosure, and provides guidance on the

reputational damage to the University, breach legal or regulatory requirements, cause harm to or impact negatively on individuals, information should be classified as ***Sensitive***.

4.1.2

