

The American University of Kurdistan
Data Classification Policy

CONTENT

- I. INTRODUCTION
Authority

Family information
Contact information, including personal phone number
Protected Health Information

Employees:

Name
KR and Iraqi identification numbers
Passport information
Employee data
Demographic information
Family information
Contact information, including personal phone number
Protected Health Information

Institution:

Donor contact information and giving history
Information on grants and non-public gifts
Faculty/staff personnel files, benefits information, salaries
Information covered by non-disclosure agreements
Password, password hashes, encryption key
Financial reports
Procurement reports and suppliers proposals
Audit reports
Employment applications
AUK Proprietary Research Data (not yet published)

Government regulations, contractual obligations, and AUK policies all protect confidential information. Individuals should only be given access to confidential information if they have a specific need to know.

If anyone violates the confidentiality of the above or similar data set, then s/he will be subject to the Employee Code of Conduct.

IV. POLICY STATEMENT

University documents, data, and systems will be categorized and secured in accordance with their significance to the AUK mission and the potential harm to the University's reputation if they are disclosed or disrupted.

V. POLICY PROCEDURES

- a. Data Owner determines level of accessibility including information security requirements.
- b. Data Custodian.

The data custodian is responsible for labeling information and following necessary requirements to protect and maintain the integrity of the data. The data custodian:

- Provides and manages security for the information asset.
- Protects information and information systems.

VI. POLICY HISTORY

Approved by

Adopted