

University Data Identification Guide

- The distinguishing characteristic of “University Data” is that it is “**deemed critical to the mission and operation of the university.**” Such data is subject to Data & Information Governance per [UNIV 1.51](#), with noted qualifications and exclusions.
- “Data Classification” is also defined in UNIV 1.51 and illustrated in [EDS 1.04](#); classification may have direct bearing on security and privacy protections.
- There is not a direct correlation between a designation of University Data and the assigned Data Classification. However, data classified as *Restricted* or *Confidential* is generally considered University Data, with rare exception (such as some data produced through academic research).
- For questions about items of specific concern, please consult the appropriate [Data Steward](#) or [Chief Data Officer](#).

	Subject to Data Governance as “University Data”		NOT Subject to Data Governance, Not “University Data”	
Data Domain	Sample Item	Rationale & Notes	Sample Item	Rationale & Notes
Student Affairs	• Name with DOB (Personally Identifying Information or PII)	• Classified as Restricted; two or more offices require the info	• Intramural team rosters with names	• Not PII; only one office needs the info
	• Student mobile phone	• Although designated as Directory Information, Registrar does not publish; it is essential to operations	• Student organization member lists OR list of participants in Service Saturday	• Used by one office; may be considered public record, provided no PII is included
	• Bursar payments &/or Financial Aid records	• Classified as Restricted; used by two or more offices	• Routine correspondence between faculty and students in their courses	• Directly related to teaching and learning activities; still not be made publicly available
	• Judicial, disciplinary, or health records	• Classified as Restricted unauthorized access represents unacceptable risks to Constituents	• NCAA team roster for public distribution at games (names and jersey numbers, no PII)	• Information is designed to be “public record”
	• Final grades in a course	• FERPA -protected information, posing risk of exposure	• Grades on individual assignments or quizzes	• Maintained by a professor; but still cannot be made publicly available
Academic Affairs	• Purchasing records • Travel expenditures	• At least two organizational units use and consider the information essential; university needs the data to plan, manage, audit, or improve operations	• Intellectual property of faculty—including assignments, lecture notes, instructional materials	• Directly related to “teaching and learning activities”; still cannot be made publicly available
	• Student-record enrollment file used by Institutional Research for producing annual report to CHE	• At least two organizational units use and consider the information essential; university needs the data to audit operations; unauthorized access represents unacceptable risks	• Fact Book and exploratory tools maintained by Institutional Research	• Information is designed to be “public record”, with limited drill-down capabilities

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Data Domain	Sample Item	Rationale & Notes	Sample Item	Rationale & Notes
Business & Finance	<ul style="list-style-type: none"> Financial transactions Budgets 	<ul style="list-style-type: none"> At least two organizational units use and consider the information essential 	<ul style="list-style-type: none"> Solicitations and Published RFPs 	<ul style="list-style-type: none"> Information is designed to be “public record”
	<ul style="list-style-type: none"> In-progress RFPs, including RFP committee proceedings 	<ul style="list-style-type: none"> The university must ensure integrity to comply with legal or regulatory requirements 	<ul style="list-style-type: none"> Notice of Intent to Award 	<ul style="list-style-type: none"> Information is designed to be “public record”
Facilities & Transportation	<ul style="list-style-type: none"> Architectural blueprints of facilities 	<ul style="list-style-type: none"> The university need the data to plan or manage its operations 	<ul style="list-style-type: none"> Campus map including list of buildings 	<ul style="list-style-type: none"> Information is designed to be “public record”
	<ul style="list-style-type: none"> List of Reserved parking spaces and assigned users 	<ul style="list-style-type: none"> Unauthorized access represents an unacceptable risk to these Constituents 	<ul style="list-style-type: none"> Carolina Shuttle route maps 	<ul style="list-style-type: none"> Information is designed to be “public record”
Human Resources	<ul style="list-style-type: none"> Personally Identifying Information (PII) in personnel files and job applications 	<ul style="list-style-type: none"> At least two organizational units use and consider it essential and Classified as Restricted 	<ul style="list-style-type: none"> Employee directory information, excluding PII 	<ul style="list-style-type: none"> Information is designed to be “public record”
	<ul style="list-style-type: none"> Hiring paperwork Payroll records 	<ul style="list-style-type: none"> At least two organizational units use and consider it essential and Classified as Restricted 	<ul style="list-style-type: none"> Individual employee’s tax return PDF in Internet Downloads folder 	<ul style="list-style-type: none"> Specifically excluded as “personal property” under the “limit use” provisions of UNIV 1.52 (I.A.4.f)
Information Technology	<ul style="list-style-type: none"> Personal identifiers issued by USC 	<ul style="list-style-type: none"> Qualifies under “integration of information systems requires the data” regardless of the data itself 	<ul style="list-style-type: none"> System Status dashboard 	<ul style="list-style-type: none"> Intended as “Public Information”
	<ul style="list-style-type: none"> Packages in Data Warehouse 	<ul style="list-style-type: none"> Considered essential to two or more offices 	<ul style="list-style-type: none"> Student email account access instructions 	<ul style="list-style-type: none"> Intended as “Public Information”
Organizational Units <i>(regardless of Data Domain)</i>	<ul style="list-style-type: none"> Data integrated with Banner, PeopleSoft, IMS, or other vital information systems 	<ul style="list-style-type: none"> Qualifies under “integration of information systems requires the data” regardless of the data itself 	<ul style="list-style-type: none"> Org chart with staff names and work phone numbers 	<ul style="list-style-type: none"> Although designed for “Internal Use”, exposure of the data presents no unacceptable risk (though possibly inconvenient)
	<ul style="list-style-type: none"> Office database or information system containing PII 	<ul style="list-style-type: none"> University must ensure integrity, privacy, or security due to legal and regulatory requirements 	<ul style="list-style-type: none"> Web pages Newsletters 	<ul style="list-style-type: none"> Information is designed to be “public record”
	<ul style="list-style-type: none"> Internal Staff rosters including home phone numbers, mobile numbers, and home address 	<ul style="list-style-type: none"> Unauthorized access represents an unacceptable risk to these Constituents 	<ul style="list-style-type: none"> Doodle polls to schedule meetings 	<ul style="list-style-type: none"> Info is helpful but not essential to operations, even when used by more than two units
Research (including Sponsored Awards)	<ul style="list-style-type: none"> Grant award records in USCeRA 	<ul style="list-style-type: none"> Considered essential to two or more offices 	<ul style="list-style-type: none"> Faculty biographies in a grant announcement, excluding PII 	<ul style="list-style-type: none"> Intended as “Public Information”
	<ul style="list-style-type: none"> Grant expenditures & personnel records 	<ul style="list-style-type: none"> Considered essential to two or more offices 	<ul style="list-style-type: none"> De-identified community health records collected during sponsored research 	<ul style="list-style-type: none"> Specifically excluded as “academic research data” – although data may still be Restricted or Confidential

Data Standard Info	University Data Identification Guide			
	Reference ID	EDS 1.07	Date	02/09/2018
	Asset Classification <this document>	Public Information		
	Data Classification <related data element(s)>	n/a		
	MDM / RDM	n/a		
	Document Steward	Chief Data Officer		
	Contact	Mike Kelly	kellymc2@mailbox.sc.edu 803-777-5230	
	Status	PUBLISHED as DRAFT.		
Data Standard Overview	Establishes a quick reference to aid users in determining whether a data element or data asset is considered University Data; such data is subject to provisions of UNIV 1.51, Data and Information Governance .			
	<p>Purpose and Use This guide serves as a quick reference; it is not intended as an all-inclusive guide.</p> <p>Required Actions & Procedures End Users should ensure that data designated as University Data conforms to the general provisions of data governance. See UNIV 1.51 and related procedures and resources.</p> <p>Justifications The Chief Data Officer is responsible for administering the data governance program, per UNIV 1.51; he/she shall ensure alignment between this Standard and applicable policies and procedures.</p>			
Definitions	<p>Per UNIV 1.51, revised 10/21/2016</p> <p>16. University Data is information deemed critical to the mission and operation of the university. Such data is often managed and distributed or exchanged across multiple organizational units within and beyond the university. An item may be university data if it meets one or more of the following criteria:</p> <ol style="list-style-type: none"> at least two organizational units use the data and consider it essential; integration of information systems requires the data; the university must ensure the integrity, privacy, or security of the data to comply with legal, regulatory, competitive, or external reporting requirements; a broad cross section of users refer to or maintain the data; the university needs the data to plan, manage, audit, or improve its operations; unauthorized access to or use of the data represents an unacceptable risk to the university or its Constituents, including data protected by the Family Educational Rights and Privacy Act (FERPA). <p>This definition excludes other information that is public record, personal property, intellectual property, academic research data, or content directly related to or produced through teaching and learning activities.</p>			
Also known as	n/a			

Disambiguation	University Data is a <u>designation</u> for purposes of identifying items subject to the university's data and information governance program. It <u>should not be confused</u> with the Data Steward- <u>assigned Data Classification</u> , which determines applicable security and privacy protections.		
Caveats and Exceptions	n/a		
Acknowledged Stakeholders	<u>Stakeholder</u>	<u>RACI</u>	<u>Status</u>
	Chief Data Officer	Responsible & Accountable	Draft, not circulated
	End Users and Data Stewards	Informed	Published
Revision Protocol	Subject to revision at the discretion of the Chief Data Officer. Change requests welcome any time from any university personnel.		
Approval Log	<u>Operational/Functional Area</u>	<u>Authorization</u>	<u>Date</u>
	Chief Data Officer (Steward of this Standard)	M. Kelly	
	n/a		
Change Log	<u>Date</u>	<u>Comments</u>	
	02/09/2018	Revised to correct URLs in this and other documents, including University Policies; document remains published as draft pending presentation and approval by an appropriate oversight group (TBD) M. Kelly	
	11/17/2016	Revised standard for clarity and simplicity in consultation with University Registrar; published as draft with request to additional Data Stewards for review/feedback.	
	10/21/2016	Circulated to A. Marterer on 10/21/2016 for initial feedback.	
	08/25/2016	New standard drafted by M. Kelly per request of Faculty Senate IT Committee chair J. Grego, as companion to UNIV 1.51	
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See also	n/a		