STATE OF DELAWARE
DEPARTMENT OF TECHNOLOGY AND INFORMATION
801 Silver Lake Blvd.
Dover, Delaware 19904

Doc Ref Number:	GU-DataClass-001	**Revision Number:** 1
Document Type:	Enterprise Guideline	**Page:** 1 of 5
Guideline Title:	**Data Classification Guideline**	

This document is a guideline to the Data Classification Policy and it is noted in that document. If there is any conflict between the Data Classification Policy and this document, the Data Classification Policy shall prevail. This document will be updated from time to time with additional declarations of data classification or examples of context sensitive guidelines.
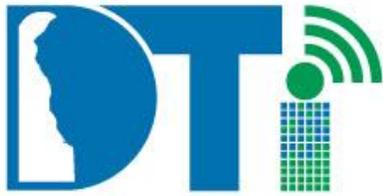
How to use this document:

First, all data classifications must adhere to all the rules and regulations of the appropriate governing bodies such as federal, state and local governments.

Second, consider the characteristics of the data elements individually. If the data elements are part of a dataset, then the dataset must be classified no lower than the highest classification of any data element.

Third, consider the characteristics of the data elements in context. The combination of multiple data elements may, in some situations, result in the combined rating being higher than the highest individual rating.
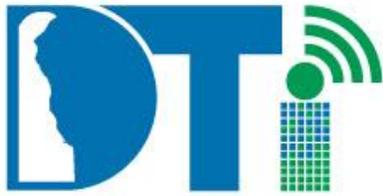
Data that should be classified as: <u>State of Delaware Public</u>

Context Sensitive Types of Information	Examples
Agency Name	Dept of Transportation
Hours of Operation	8 AM to 4:30 PM Monday thru Friday
Office Address	123 Main St Anywhere DE
Office Phone Number	302 555 1234
Types of Reports or Collections of Data	
Audit Reports	Excluding Data that provides knowledge that could be used to injure the State, its Citizens or Business Partners.
Agency Policies	Excluding Data that provides knowledge that could be used to injure the State, its Citizens or Business Partners.
Computer Usage History	Excluding Data that provides knowledge that could be used to injure the State, its Citizens or Business Partners.
Expenditure Data	Excluding Data that is covered by Agreement or Contract, for example Non-Disclosure Agreements
Revenue Data	Excluding Data that is not Public because of law.

Data that should be classified as: <u>State of Delaware Confidential</u>

PII **Personally Identifiable Information**	PFI **Personal Financial Information**	PHI **Personal Health Information**	**Other**
ELECTIONS Record[1]	PAYROLL Record	PAYROLL Record	Facts on Disaster Recovery Plans
PAYROLL Record	PERSONNEL Record	PERSONNEL Record	Information covered by Non-Disclosure Agreements or Federal Law
PERSONNEL Record	Personal Income Tax Record		Information about an Investigation
Personal Income Tax Record	Financial Institution Information on one person or business		Passwords giving access to data. (For example, a Citizen's password granting access only to their Confidential record)
			Technical documentation, i.e., detailed network port/ip diagrams and system architectures for systems containing public, confidential or secret data
Defendant, or Witness PII Record			

---

[1] Note that <u>one</u> difference between State of Delaware Public and State of Delaware Confidential is the protection (confidentiality) of data.
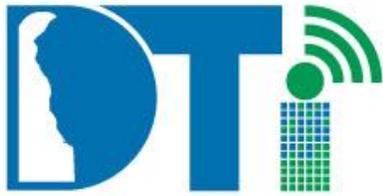
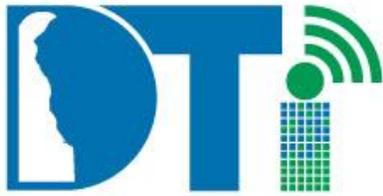| Doc Ref Number:	GU-DataClass-001	Revision Number: 1
Document Type:	Enterprise Guideline	Page: 4 of 5
Guideline Title:	Data Classification Guideline	

Data that should be Classified as: <u>State of Delaware Secret</u>

PII **Personally Identifiable Information**	PFI **Personal Financial Information**	PHI **Personal Health Information**	**Other**
ELECTIONS Files	Federal Tax Information	PAYROLL Files	Passwords giving access to Secret data
PAYROLL Files	PAYROLL Files	PERSONNEL Files	Data that is specifically protected by law: for example: HIPAA or GLB
PERSONNEL Files	PERSONNEL Files	Information regarding peoples health	Facts on Disaster Recovery Plans Data such as: Location of Recovery Sites, etc
Personal Income Tax Files	Personal Income Tax Files	Information regarding a person with AIDS	Information about Investigations, Audits, etc.
Files that contain Defendant, or Witness PII	Financial Institution Information on more than one person or business		Files containing information covered by Non-Disclosure Agreements or Federal Law
			Technical documentation, i.e., detailed network port/ip diagrams and system architectures for systems containing top secret data
			Expunged Court Cases
			Sealed Court Cases, or Child Support information

Doc Ref Number:	GU-DataClass-001	Revision Number: 1
Document Type:	Enterprise Guideline	Page: 5 of 5
Guideline Title:	Data Classification Guideline	

STATE OF DELAWARE
DEPARTMENT OF TECHNOLOGY AND INFORMATION
801 Silver Lake Blvd.
Dover, Delaware 19904

Data that should be classified as: <u>State of Delaware Top Secret</u>

PII **Personally Identifiable Information**	PFI **Personal Financial Information**	PHI **Personal Health Information**	**Other**
			Facts on Disaster Recovery Plans such as: Disaster Recovery Activation Codes, PII on particular people's role in a Disaster, etc
			Information about Investigations, Undercover Officers, Police Raids, etc.
			Information about State or National Homeland Security
			Passwords giving access to Top Secret data