



## **Security Classifications Guidelines**

In alignment with the Alberta Protection of Privacy Act (POPA) and its accompanying Ministerial Regulation Keyano College is required to establish security classifications for personal information, data derived from personal information, and non-personal data.

Staff are required to select security classification for the documents that they create and to which they are the office of responsibility.

Keyano has elected to have four security classifications: restricted, confidential, internal and public.

1. Restricted – unauthorized disclosure could cause major risk and harm to financial, legal, or reputational consequences to the College or individual(s).
  - a. This type of information is high-sensitive and has direct legal and contractual obligations for the internal operations of the College. It is intended for those employed by the College with restricted role-based access.
  - b. High-sensitivity information as defined under the POPA Ministerial Regulation section 1 includes biometric information, financial information of an individual, personal information respecting a minor, senior or vulnerable individual)
  - c. This includes but is not limited to records related to investigations, confidence reports, medical records, credit card numbers, the Board of Governors in-camera meetings
2. Confidential – unauthorized disclosure could cause high risk and harm to financial, legal, or reputational consequences for the College or individual(s).
  - a. This type of information includes sensitive elements of legal and contractual obligations for the internal operations of the College is intended for those employed by the College with restricted role-based access
  - b. This includes but is not limited to personal information as defined under the Protection of Privacy Act, detailed infrastructure diagrams, commercial contracts, exam questions prior to being made public, and 3<sup>rd</sup> party business information
3. Internal – unauthorized disclosure could cause moderate to minor risk and harm to financial, legal, or reputational consequences to the College or individuals(s)



- a. This type of information is for the daily internal operations of the College and intended for those who are employed or enrolled with the College, some of whom are restricted with role-based access
  - b. This includes but is not limited to, detailed floor plans, internal project reports, unit budgets, student and staff contract information and College identifiers
  
4. Public – unauthorized disclosure could cause negligible risk or harm to financial, legal, or reputational consequences of the College or individual(s)
  - a. This type of information regarding the College is accessible and intended for everyone.
  - b. This includes but is not limited to, public research papers, news articles, website content, ordinary committee meeting agendas and minutes.
  - c. This includes items identified for routine disclosure such a, compensation disclosure, strategic plan, expenses of Board of Governors, President, VPs, and AVPs.