

Securing Your Records

Type of Records	Highly Sensitive	Sensitive	Private	Unclassified
<ul style="list-style-type: none"> ➢ Data subject to regulatory control ➢ Medical ➢ Children and Young Persons 	Records are classified as Highly Sensitive			
<ul style="list-style-type: none"> ➢ Financial Information ➢ Research Data (personal medical data) 	Records are classified as Highly Sensitive			
<ul style="list-style-type: none"> ➢ Staff and Student Personal Information ➢ Exam material / results ➢ Credit Card 	Records are classified as Sensitive or higher			
<ul style="list-style-type: none"> ➢ Business unit process and procedure ➢ Unpublished intellectual property 	Records are classified as Private or higher			
<ul style="list-style-type: none"> ➢ IT system design / configuration 	Records are classified as Private or higher			
<ul style="list-style-type: none"> ➢ Faculty and staff directory information ➢ Published research data ➢ Course catalogues 	Records are classified as Unclassified or higher			

Data Classification Standard information can be found here: <https://www.datagovernance.unsw.edu.au/data-classification-standard>



RAMS Access Controls

Highly Sensitive	Sensitive	Private	Unclassified
<p>RAMS Access Control Requirement:</p> <p>Mandatory restriction.</p> <p>Access Control must be applied to restrict only those positions and/or business unit(s) that require access to this information.</p> <p>Access Controls:</p> <p>View Document: <Special Access Group or individual positions> View Metadata: <Special Access Group or individual positions></p> <p>Review Period:</p> <p>Every 6 months</p>	<p>RAMS Access Control Requirement:</p> <p>Mandatory restriction.</p> <p>Access Control must be applied to restrict all Units/Departments that require access to this information.</p> <p>Access Controls:</p> <p>View Document:<Division or subgroup> View Metadata:<Division or subgroup></p> <p>Review Period:</p> <p>Every 1 year</p>	<p>RAMS Access Control Requirement:</p> <p>Optional, required for business purposes only.</p> <p>Access Controls:</p> <p>View Document:<Division or subgroup> View Metadata:<Division or subgroup></p> <p>Review Period:</p> <p>Every 2 years</p>	<p>RAMS Access Control Requirement:</p> <p>Optional, required for business purposes only.</p> <p>Access Controls:</p> <p>View Document:<Unrestricted> View Metadata:<Unrestricted></p> <p>Review Period:</p> <p>Not required</p>

BETTER RECORDS MEAN

BETTER BUSINESS