

## Information Ownership and Categories

Revised 5-7-2015

Information (Data)	Ownership Level	* Information Category	UNT	UNT Health Science Center	UNT Daillass	UNT System Administration	UNT Dallas College of Law
Academic Information (student degree plans, advising information, etc.)	UNT System or Institution	Confidential Information (Category I)	Provost	Provost	Provost	N/A	Dean
Applicant Admission Information	UNT System or Institution	Confidential Information (Category I)	VP for Enrollment Management	Provost	VP for Enrollment Management	N/A	Dean
Asset Information	UNT System or Institution	Public Information (Category III)	Chief Financial Officer	Chief Financial Officer	Chief Financial Officer	Vice Chancellor for Finance	N/A
Audit Information	UNT System	Confidential Information (Category I)	N/A	N/A	N/A	Chief Internal Auditor	N/A
Budget Information	UNT System or Institution	Public Information (Category III)	Institution Budget Officer	Institution Budget Officer	Institution Budget Officer	Institution Budget Officer	Institution Budget Officer
Contracts and Licenses	UNT System or Institution	Public Information (Category III)	Chief Financial Officer	Chief Financial Officer	Chief Financial Officer	Chief Financial Officer	Dean
Donor Information	UNT System or Institution	This information has potential to be placed into two categories. The information is Sensitive (Category II) if the information is not personally identifiable (PII). It is Confidential Information (Category I) if PII.	VP of Advancement	VP of Advancement	VP of Advancement	Vice Chancellor for Finance	Dean
Employee Information	UNT System or Institution	This information may be placed into two categories depending on type. The following information is Public Information (Category III): Employee name, sex, ethnicity, salary, title, dates of employment, and home and mailing addresses and home phone numbers or information that reveals whether the employee has family members (except when an employee has indicated in writing that he does not wish this information to be disclosed. All other employee information is Confidential Information (Category I).	Campus HR Director	Campus HR Director	Campus HR Director	Associate Vice Chancellor of System HR	Campus HR Director
Facilities Information	UNT System or Institution	Sensitive Information (Category II)	Head of Facilities	Head of Facilities	Head of Facilities	Head of Facilities	Head of Facilities
Financial Aid Information	UNT System or Institution	Confidential Information (Category I)	Director of Financial Aid	Director of Financial Aid	Director of Financial Aid	N/A	Director of Financial Aid
Financial Information (general ledger: accounting, student financials)	UNT System or Institution	Public Information (Category III)	Chief Financial Officer	Chief Financial Officer	Chief Financial Officer	Vice Chancellor for Finance	N/A
Grants Information	Institution	Sensitive Information (Category II)	VP of Research Services	VP of Research Services	VP of Research Services	N/A	N/A
Health or Medical Information	UNT System or Institution	Confidential Information (Category I)	VP of unit responsible for collection of information	VP of unit responsible for collection of information	VP of unit responsible for collection of information	VC of unit responsible for collection of information	VC of unit responsible for collection of information
Institutional Branding, Graphics, and Images	UNT System or Institution	Sensitive Information (Category II)	VP/Dir of Marketing and Communications	VP/Dir of Marketing and Communications	VP/Dir of Marketing and Communications	VP/Dir of Marketing and Communications	VP/Dir of Marketing and Communications
IT Security Assessments, Security Risk Analysis, Computer Passwords, Computer Account Information, and System Logs	UNT System	Confidential Information (Category I)	UNT System CIO	UNT System CIO	UNT System CIO	UNT System CIO	UNT System CIO
Law Enforcement Information	UNT System or Institution	Sensitive Information (Category II)	Chief of Police	Chief of Police	Chief of Police	Chief of Police	N/A
Legal Information	UNT System	Confidential Information (Category I)	N/A	N/A	N/A	Vice Chancellor and General Counsel	N/A
Library Records (Patron information)	UNT System or Institution	This information may be confidential depending on type. PII is Confidential (Category I). All other information may be Sensitive (Category II).	Dean	Director of Libraries	Provost	N/A	Dean
Library Records (Non-Patron information)	UNT System or Institution	Public Information (Category III)	Dean	Director of Libraries	Provost	N/A	Dean
Payment Information (generated by the UNT System Business Services Center)	UNT System or Institution	This information may be confidential depending on type. PII is Confidential (Category I). All other information may be Sensitive (Category II).	Chief Financial Officer	Chief Financial Officer	Chief Financial Officer	Vice Chancellor for Finance	N/A
Payment Information (generated by units other than the UNT System Business Services Center)	UNT System or Institution	This information may be confidential depending on type. PII is Confidential (Category I). All other information may be Sensitive (Category II).	Unit head	Unit head	Unit head	Associate Vice Chancellor of BSC	Unit Head
Payroll Information	UNT System or Institution	This information may be confidential depending on type. PII is Confidential (Category I). All other information may be Sensitive (Category II).	Chief Financial Officer	Chief Financial Officer	Chief Financial Officer	Vice Chancellor for Finance	N/A
Purchasing Information	UNT System	Public Information (Category III)	N/A	N/A	N/A	Associate Vice Chancellor of BSC	N/A

Information (Data)	Ownership Level	* Information Category	UNT	UNT Health Science Center	UNT Dallas	UNT System Administration	UNT Dallas College of Law
Research Information	UNT System or Institution	This information may be confidential depending on type. PII is Confidential (Category I). All other information may be Sensitive (Category II).	Provost	Provost	Provost	Vice Chancellor Academic Affairs and Student Success	Dean
Student Information	UNT System or Institution	Confidential (Category I). Student directory information is Public Information (Category III) if flagged for each student. This must be verified for each individual student before disclosure.	Registrar	Registrar	Registrar	N/A	Registrar
Travel Information	UNT System or Institution	All information except for some employee information is Public Information (Category III). Employee information is categorized as Confidential Information (Category I) or Public Information (Category III) depending on type. The following information is Public Information (Category III): Employee name, sex, ethnicity, salary, title, dates of employment, and home and mailing addresses and home phone numbers or information that reveals whether the employee has family members (except when an employee has indicated in writing that he does not wish this information to be disclosed. All other employee information is Confidential Information (Category I).	Chief Financial Officer	Chief Financial Officer	Chief Financial Officer	Vice Chancellor for Finance	Dean
Other Information Not Included in this list.	UNT System or Institution	This type of information has potential to be categorized as Confidential (Category I), Sensitive (Category II), or Public (Category III) depending on the type of information. Treatment varies depending on type.	VP or VC of unit responsible for collection of information	VP or VC of unit responsible for collection of information	VP or VC of unit responsible for collection of information	VP or VC of unit responsible for collection of information	VP or VC of unit responsible for collection of information

\* Information categories are defined in the UNT System Information Security Handbook, [https://itss.untsystem.edu/sites/default/files/unt\\_system\\_infomation\\_security\\_handbook.pdf](https://itss.untsystem.edu/sites/default/files/unt_system_infomation_security_handbook.pdf)

**Confidential Information (Category I)**

Confidential information is classified as Category I information and requires a high degree of confidentiality, integrity, or availability. This information is governed by law, contract, license, or other written agreements. This information must be identified, documented, and protected.

**Sensitive Information (Category II)**

Sensitive information is classified as Category II information and includes information that is proprietary to the institution or has moderate requirements for confidentiality, integrity, or availability. Sensitive information requires review by the Office of General Counsel prior to disclosure.

**Public Information (Category III)**

Public information is classified as Category III information and includes information with low requirements for confidentiality. This information is intended for public release as described in the Texas Public Information Act. Public information requests must be reviewed by the Office of General Counsel.

**Unit Head**

An individual with operational or executive authority over a business function.

**PII (Personally Identifiable Information)**

"Personal identifying information" means information that alone or in conjunction with other information identifies an individual, including an individual's:

- (A) name, social security number, date of birth, or government-issued identification number;
- (B) mother's maiden name;
- (C) unique biometric data, including the individual's fingerprint, voice print, and retina or iris image;
- (D) unique electronic identification number, address, or routing code; and
- (E) telecommunication access device as defined by Section 32.51, Penal Code.

**Student Directory Information**

- Name
- Address
- University assigned e-mail address
- University assigned Enterprise-wide User Identification Number (EUID)
- Month, day, and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Enrollment status (e.g., undergraduate or graduate; full time or part-time)
- Classification
- Degrees, awards and honors receive (including selection criteria)
- Expected graduation date
- Dissertation and thesis titles
- Most recent previous school attended
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