

Data Classification - Table of Concordance:

U of A, Government of Alberta & Government of Canada

U of A Data Classification	U of A Data Classification Description	U of A Research Records Classification Description**	Government of Alberta Classification Level	*Government of Canada Classification Level
Unrestricted	Information created in the normal course of business that is unlikely to cause harm. Unrestricted information includes information deemed public by legislation or through routine disclosure or active dissemination. Unrestricted information is available to the public, employees and contractors, sub-contractors and agents working for the university. Or, where the information has not been made available to the public, if it were, it would not have any harmful or negative effect. (e.g. university email addresses, accounting chart of accounts).	Research records containing information that is not considered a security or disclosure risk. Unrestricted information includes but is not limited to information deemed public by legislation or by a policy of routine disclosure and active dissemination.	Public	Unclassified
Protected	Information that is sensitive outside the University of Alberta and could impact service levels or performance, or result in low- to medium-levels of financial loss	Information that is available to authorized individuals for the purpose of research activities. Information in this category is	Protected A	Protected A



	to individuals or enterprises, loss of privacy, loss of confidence in university programs, or damage to partnerships, relationships and/or reputation. Protected information includes personal information, financial information or details concerning the effective operation of the University of Alberta. Protected information is available to employees and authorized non-employees (contractors, sub-contractors and agents) possessing a need to know for a business-related purpose.	considered private, and its disclosure would be considered inappropriate and contravenes acceptable norms. The level of harm to the subjects of research or the institution, however, would be low.		
Confidential	Information that is sensitive within the University of Alberta and could cause serious loss of privacy, competitive advantage, loss of confidence in university programs, or damage to partnership, relationships and/or reputation. Confidential information includes highly sensitive personal information. Confidential information is available only to a specific function, group or role. (e.g. personnel files, including personal salary data, and third-party business information submitted in confidence)	The disclosure of information in this category is considered potentially harmful to the subjects of research or could threaten the institution's competitive advantage, damage partnerships, relationships and reputation. A breach of confidential research records would cause serious harm.	Protected B	Protected B
Restricted	Information that is extremely sensitive	Research information that, if	Protected C	Protected C

	and could cause extreme damage to the integrity, image or effective service delivery of the University of Alberta. Extreme damage includes loss of life, risks to public safety, substantial financial loss, social hardship, and major economic impact. Restricted information is available only to named individuals or specified positions. Examples include restricted spaces, credit card numbers, social insurance numbers, and personal medical records	released, could cause serious harm to the subjects of research, society or the host institution.		
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*Protected Information (Outside National Interest)

**Research information of an employee of a post-secondary educational body is not subject to POPIA or ATIA.

NOTE: At the Government of Canada, there is a different classification system for data, information, records relating to Classified Information (National Interest) - Confidential, Secret, Top Secret.

Relevant/Supporting Policies and Procedures

[Institutional Data Management and Governance Procedure](#)

[Information Technology Use and Management Policy](#)

[Information Technology Security Policy](#)

[Research Policy](#)

[Research Records Stewardship Guidance Procedure](#)