

Classification of information and data at Aalborg University

Confidential	
AAU Internal	
Public	

CONFIDENTIAL DATA

This level of classification must be used to classify information and data that, if subject to unauthorised disclosure, could cause significant damage to the AAU or its collaboration partners. This category includes sensitive or confidential personal data and data covered by agreed conditions of confidentiality.

Information and data belonging to this category must be stored internally at AAU. However, information and data classified as confidential may be stored/handled externally with approved collaboration partners following prior assessment and approval of each individual case, and only where the required written agreements, approved risk assessments, etc. and appropriate systems for data storage are available. Data controllers must be aware of the specific requirements for storing personal data outside the EU. Access to data should be restricted to individuals with permanent affiliation with the AAU (employees or students) or to other individuals who have a specific and legitimate need for accessing the data and have been authorised to access such data.

AAU INTERNAL DATA

This level of classification is used to classify information and data that, if subject to disclosure, could cause damage to the AAU or its collaboration partners.

Information and data belonging to this category must be stored internally at the AAU or with approved collaboration partners subject to the availability of the required written collaboration agreements and/or where specific and documented risk assessments have shown that such storage

repository is appropriately secure. Access to data should be restricted to individuals with permanent affiliation with the AAU (employees or students) or to other individuals who have a specific and legitimate need for accessing the data and have been authorised to access the data.

PUBLIC DATA

This level of classification is used to classify information and data that may be disclosed to anyone whether associated with the University or not.

Information and data belonging to this category must be stored in such a way as to ensure the desired accessibility. Any individual actively storing data at an external repository will be responsible for the appropriate accessibility of such repository. Access to information and data is not controlled.

Information and data belonging to this category may be stored internally at the AAU or externally.

Roles and responsibilities in the classification, processing and use of data:

Data controller: The individual or organisation that has created or supplied the data is responsible for its classification.

Data users: (such as administrator, data processor, user)

Administrator: The individual or organisation that administers data access on the basis of the classification and instruction provided by the data controller.

Data processor: The individual or organisation that handles data on behalf of the data controller and according to their instructions.

User: An individual or organisation that uses the data.

	Classifying	Granting access	Editing	Reading
Data controller	Yes	Yes	Yes	Yes
Administrator	(Yes)	Yes	No	Yes
Data processor	No	No	Yes	Yes
User	No	No	(Yes)	Yes

(Yes) – only if this task is delegated by the data controller