

## Appendix A to the University of Virginia's College at Wise Information Sensitivity Policy

### Definitions and Examples of Administrative Data Categories

**General Administrative Data**

**Legally Restricted Data**

**Limited-Access Data**

#### General Administrative data – definition and examples

General administrative data are all data that are not either legally restricted or judged by data stewards to be limited-access data. Any data that are published and broadly available are, of course, general administrative data. College policy holds that the volume of data classified as general administrative data should be as large as possible because widespread availability of such information will enable employees to make creative contributions in pursuit of the College's mission. Examples of digitally published data (a subset of general administrative data) include but are not limited to:

##### **Student information by semester/year**

###### **Admissions**

Numbers of applications by school, status, gender, race, domicile, state/city/county, 1<sup>st</sup>-year vs. transfer, previous school

Admission test scores and high school rank in class (mean, median, middle 50% range) of matriculants by school

###### **Enrollment**

Headcount students enrolled by school, full/part-time status, gender, race, domicile, academic level, state/city/county, age, major registration type, degree level, housing status

FTE students by school, academic level, domicile, degree level

###### **Academic progress**

College GPA by school, academic level

Undergraduate graduation rates (4 and 6-year rates) by school, gender, race, and domicile

Numbers of degrees conferred by school, degree level, major, gender, race

Numbers of students on dean's list and the number suspended by school

###### **Financial aid**

Amount of aid awarded by category, school

Numbers of students receiving aid by category and school

###### **Alumni**

Numbers of alumni by state of residence, gender, race, school, degree, major

##### **Employee information by month/year**

Numbers of employees by organizational unit, gender, race, EEO category, class code, age

Numbers of faculty by function (instruction vs. administration etc.), organizational unit, gender, race, rank, age, tenure status, full/part-time status, endowed chair status

Mean instructional faculty salaries and compensation by rank and organizational unit

**Financial information by fiscal year**

Revenues and expenditures by organizational unit and major object code

Market value of endowment assets

Total dollar amount of gifts and bequests received

Dollar amount of sponsored program awards by school and grantor

**Facilities information**

Individual College buildings and renovations with their costs, completion dates, source of funds, square footage

Square footage of facilities by program classification and function

Total land holdings by location

**Library information**

Size of collections by library and type

**Other Available General Administrative Data**

Any information available on the public areas of the University of Virginia's web site, which may include financial and other administrative data from the University of Virginia's College at Wise, is the responsibility and is subject to the policies of the University of Virginia.

**Data Available from Human Resources**

Employee Name and Title

**Legally restricted data – definition and examples**

Legally restricted data are those data that require restrictions on access under the law or that the College decides to restrict in accord with the provisions of the Virginia Freedom of Information Act or other applicable law. Public requests for legally restricted data are reviewed by the UVA Office of the General Counsel prior to responding. The College regards access to the following records and data as legally restricted (examples only – not a complete list):

Patient data on individual patients (ADA Office, Athletic Department, Office of Student Development, Student Support Services, Upward Bound)

- Patients may access their own medical records in accordance with departmental policies, regulations and laws such as HIPPA.
- Request(s) should be directed through the appropriate department and/or related services

Personally identifiable education records of students

- Directory Information on a student may be released, unless the student has chosen not to allow release of information.

- Education records may be provided to the subject student, except the financial records of a parent or guardian, or records that are in the sole possession of the maker of the record and are not accessible to anyone except a substitute for the maker of the record.
- The Office of the Registrar should be contacted on request(s) for student education records.

Criminal investigation information and confidential reports provided to the College Police Department

- All request(s) should be directed to the office of the Chief of Campus Police

Personnel information on employees, including but not limited to social security number, benefits options, race, sex, age, leave time and evaluation information

- Personnel information is available to the subject of the information
- Employee position, job classification, salary, rate of pay and allowances and reimbursement of expenses to employees are publicly available

College Chancellor working papers, including memoranda and correspondence held or requested by the College Chancellor

Confidential letters and statements of recommendation contained in admissions files, employment application, and concerning the receipt of an honor or honorary recognition

- These materials are generally not available to the subject of the file

Library circulation records of individual patrons

Test used for purposes of evaluating students or employees, or to determine qualifications for a license or certificate issued by a public body

Proprietary data or records concerning research or study that have not been released publicly

Computer software developed by or for a state agency or institution of higher education

Appraisals and cost estimates of real property prior to the completion of a purchase, sale or lease

Internal audit reports and investigative records, and records of an investigation initiated through the state Employee Fraud, Waste and Abuse Hotline

Documents relating to gifts and bequests and fundraising activities

Purchasing-related data

- Vendor-supplied proprietary information
- Cost estimates relating to a proposed procurement transaction

Legal advice and other attorney-client communications

Facilities Management documentation or other information which describes the design, function, operation or access control features of any security system, whether manual or automated, which is used to control access to or use of any automated data processing or telecommunications system

*Specific questions about legally restricted data should be directed to the office of General Counsel at the University of Virginia*

## **Limited-access data – definition and examples**

Some data that are not legally restricted may be designated by the College data stewards (see Appendix B) as data to which access by College employees is limited. Although its release or disclosure may be authorized under law or required in response to a Freedom of Information Act request, these data are not routinely made available to broad audiences. To access these data, College employees must follow the procedures developed by the data steward responsible for the data. Criteria for assignment of data to this category are developed by the relevant data steward and reviewed annually.

Factors data stewards sometimes consider in deciding whether or not to limit viewing, copying and downloading of data (examples only):

- Is data administratively sensitive?
- Is data easily misinterpreted?
- Is this data for which the College is owner or steward?
- Does the data have implications for personal safety or employees?

Examples include:

Employee data – salaries paid

Facilities Management – engineering drawings of facilities