

# Classification of files in Office 365

Version history:

| Version: | Date:       | Change:   | Author:            | Approved: |
|----------|-------------|---|--------------------|-----------|
| 1.0      | 17.01.2018. | Creation  | Hege Amsen         | SG        |
| 2.0      | 16.05.2019. | Clarification re personally sensitive information | Per Olof Petersson |           |

## About classification of documents

All documents created in connection with NMBU's activities must be classified to prevent confidential or other sensitive information from being made available to unauthorised persons. The person who creates/stores the document is responsible for the proper classification of the document. Case documents<sup>1</sup> should always be stored in P360 or an approved task system, but in special cases there may be a need to temporarily store case documents on the Office 365 platform. For example, there may be a need to co-write documents, or to share document folders in connection with projects.

If case documents are left permanently on the Office 365 platform, it may result in them being lost when employees leave, or in the event of a reorganisation.

## How to classify Office 365 files

First, you need to consider who may be given access to the information and the consequences it may have if this information becomes available to unauthorised persons. Based on this, you determine a classification - public, internal, confidential or strictly confidential. If you are unsure of which classification a file should have, you choose the strictest, e.g. red rather than yellow.

| Public  | Internal   | Confidential  | Strictly Confidential  |
|---|--|---|--|
| Information that may be accessible to anyone without special access rights. | The information must have some protection, but may be available for both external and internal parties, with controlled access rights. | Information that may cause damage to NMBU, public interests, individuals or partners if it becomes known to unauthorised parties. | Information that may cause considerable damage to NMBU, public interests, individuals or partners if it becomes known to unauthorised parties. |

### Public (GREEN):

Information that may be accessible to anyone without special access rights.

This classification is used if the file contains no special categories of personal data or confidential information and it will not cause any harm or inconvenience to anyone if the information becomes known to the public.

### Internal (YELLOW):

Information that does not contain special categories of personal data or confidential information, but should not be made publicly available.

Examples of such information are:

- Internal preparation for a case

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<sup>1</sup> Case documents of the organisation are documents that have been received by or submitted to an administrative agency, or which the administrative agency itself has drawn up, and which relate to that agency's area of responsibility or activities. (Section 4, second paragraph of the Freedom of Information Act)

- Student work or answers on examinations
- Unpublished research data and works without legal restrictions

### Confidential (RED):

The red classification is used if it could cause damage to public interests, the university, an individual or a partner if the information becomes known to unauthorised parties. Any information that contains special categories of personal data or confidential information shall as a minimum be classified as red.

Files classified as red must not be shared with anyone other than those who need access to the documents for their work or have the right to access the information.

Examples of such information are:

- Health information
- Information on securing of buildings and IT systems
- Examination question papers before they are given
- Trade union affiliation
- Submitted info concerning framework agreements

### Strictly Confidential (BLACK):

This classification includes the same kind of information as Confidential (red), but where special considerations oblige you to further protect the data.

Strictly confidential is used if it could cause considerable damage to public interests, the university, an individual or a partner should the information become known to unauthorised parties.

Placing data and information in this category must be done in cooperation with key resources at NMBU.

Examples of such information are:

- Large amounts of special categories of personal data
- Research data
- Data sets of great financial value

If in doubt, please contact the [Document Centre](#).

## Examples of how information should be classified in Office 365/OneDrive

| <b>Case Area</b>  | <b>Type of information/docu-<br/>ment</b>                  | <b>Classifica-<br/>tion</b> | <b>Comments</b>   |
|---|--|-----------------------------|---|
| <b>Tender documents</b>   | Business secrets   | RED                         | To the extent that they are business secrets. Public after the provider is selected, except for business secrets that are confidential. |
|   | Prices of services/goods                                   | RED                         |   |
|   | Protocols  |                             |   |
|   | Offers   | RED                         |   |
| <b>Research</b>   | Applications for research funding and project descriptions | RED                         |   |
| <b>Personnel matters/<br/>Employment cases<br/>(see also personal<br/>data)</b> | AKAN   | RED                         |   |
|   | Dialogue meetings with NAV                                 | RED                         |   |
|   | Disciplinary cases   | RED                         |   |
|   | Follow-up plans for persons on sick leave                  | RED                         |   |
|   | Personal assessments made during the hiring process        | RED                         |   |
|   | Disability benefits/occupational injuries                  | RED                         |   |
| <b>Personal data</b>  | CVs  | YELLOW                      | Red if the document contains many national identification numbers   |
|   | Trade union affiliation                                    | RED                         |   |
|   | National identification number                             | YELLOW/RED                  |   |
|   | Health information   | RED                         |   |
|   | Information about people who have secret address code 7    | BLACK                       |   |
|   | Bank account number  | YELLOW                      |   |
|   | Life stance  | RED                         |   |
|   | Passport number  | YELLOW                      |   |
|   | Personal financial circumstances                           | RED                         |   |
|   | Personal assessments of a person                           | RED                         |   |
|   | Police certificates of good conduct                        | RED                         |   |
|   | Political stance   | RED                         |   |
|   | Sexual orientation   | RED                         |   |
|   | Prosecuted or convicted of criminal acts                   | RED                         |   |
| <b>Security</b>   | Storage of hazardous substances                            | RED/BLACK                   | For example, in connection with an employment case  |
|   | Locking systems  | RED/BLACK                   |   |
|   | ROS analyses   | RED/BLACK                   |   |
|   | Security plans   | RED/BLACK                   |   |
| <b>Student Affairs<br/>(see also personal<br/>information)</b>                  | Cheating/plagiarism  | RED                         |   |
|   | Complaints about grade                                     | RED                         |   |
|   | Application for a fourth attempt                           | RED                         |   |
|   | Application for valid absence                              | RED                         |   |

|                |  |        |
|----------------|--|--------|
|                | Loss of study place                                  | RED    |
|                | Special arrangements for studies<br>and examinations | RED    |
| <b>Economy</b> | Certificates/Diplomas                                | YELLOW |
|                | Budget   | GREEN  |
|                | Financial management                                 | GREEN  |
|                | Accounts   | GREEN  |
| <b>Other</b>   | Whistleblowing cases                                 | BLACK  |
|                | Court case documents                                 | RED    |