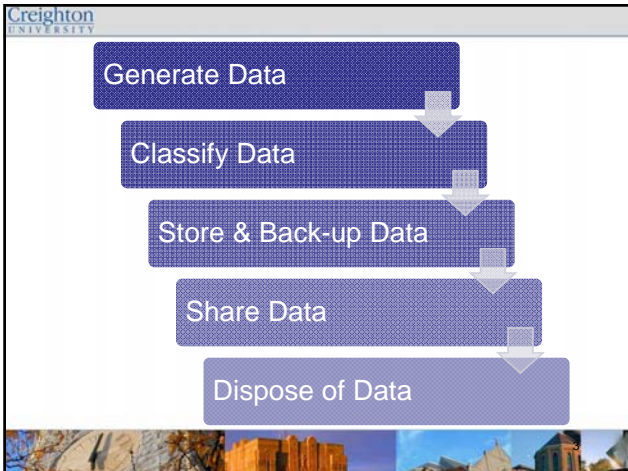
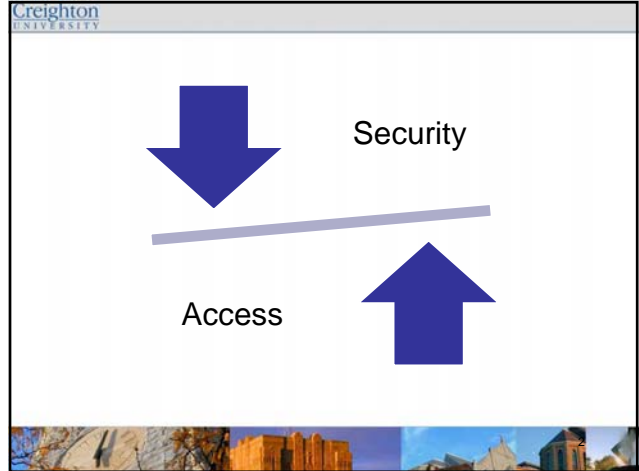




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# Assessment Data - Security and Privacy Considerations



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- ## Data Classification
- *Confidential data*: All data deemed to be of a sensitive nature by law, statute, regulation, or designation by the Data Owner.
  - *Private data*: All data generated or entrusted to Creighton University for internal use only, as well as any data that, if disclosed, have the potential to harm the University, its academic/administrative, or its affiliates.
  - *Public data*: All data generated or entrusted to Creighton University that, if disclosed, would cause no harm to the University, its academic/administrative units, or its affiliates.
- 

Storage	Protected Data		Public Data
	Encrypt Storage/Back-up	Encrypt Transmission	No Encryption
Flash Drive	✓	N/A	↓
CD/DVD	✓	N/A	
Work hard drive	✓	N/A	
External hard drive	✓	N/A	
Home hard drive	✗	N/A	
Dropbox	✗	✗	
Google Drive	✗	✗	
iDrive	✗	✗	
CU Data Center (Albatross)	Secure storage & back-up	Secure transmission - VPN	

### It could never happen to me...

- Flash drive dropped into the snow
- CD left on a desk, passerby picked it up
- Home computer used by family members, HDD crashed
- External HDD stolen from car

*Maintain physical control*

Access Devices	Protected Data	Public Data
Laptop	Password, encrypt hard drive	N/A
Desktop	Password, encrypt hard drive	N/A
iPad	PIN to access	N/A
Tablet device	PIN to access	N/A
Smartphone	PIN to access	N/A


### It could never happen to me...

- Phone was lost, no PIN, anyone can then access your email, contacts
- iPad stolen from a desk, no PIN, anyone can use the apps and access email, etc.
- Laptop stolen from car, no password or encryption, anyone can access all info on the HDD

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## Data Destruction

Once data has reached the end of its useful life at the University, as defined in the Data Retention Policy, it must be destroyed in accordance with the Data Destruction Standard (handout)



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## Media Disposal and Reuse

Creighton University requires that prior to disposal or reuse of any media, the media must be destroyed or sanitized in accordance with the Data Destruction Standard (handout)



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## Resources

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Information Security Officer  
[bmclaughlin@creighton.edu](mailto:bmclaughlin@creighton.edu)

**Policies**

- Acceptable Use (2.4.25)
- Contractual Consideration for Handling CU Data Policy (2.4.20)
- Media Disposal and Reuse (2.4.27)
- Data Classification (new)
- Data Handling (new)

**Standard**

- Data Destruction Standard

