












VU's INFORMATION CLASSIFICATION SCHEME & RECOMMENDED CONTROLS

CLASSIFICATION LEVEL	DESCRIPTION	EXAMPLES	COMMUNICATION MEDIA
 PUBLIC	<p>Information that is publicly available, such as published content on Victoria University's public websites. There are no adverse effects from the information being publicly available; however, efforts are made to maintain the integrity of the information.</p>	<ul style="list-style-type: none"> • Published annual reports • Marketing brochures • Business cards • Interviews with news media • Press releases • Marketing Webinars • Media Releases (Video) 	 
 INTERNAL	<p>Information that is intended for use only within Victoria University. This category includes routine operational information requiring standard security measures to protect it from unauthorised access, but not widely available to the public.</p>	<ul style="list-style-type: none"> • Organisational charts • Employee handbook • Telephone directory • Routine administrative and office information • Staff well-being webinars (VU Elevenes) • VU Vines, Yammer Messages • VC's Townhall Meetings • Online Classes / Academic Lectures 	  
 CONFIDENTIAL	<p>Information intended for specific Victoria University users with appropriate authorisation. It is only shared with users who have a need to know for a legitimate reason; for example, to perform a contract with Victoria University or to prevent harm.</p>	<ul style="list-style-type: none"> • University financial information, budgets and strategic plans, Internal audit reports • Personal Identifiable Information • Emergency contact details • Disciplinary/Performance Matters • Management Records/Meetings • Critical Incident Management & Planning • Research Collaboration/Discussions 	 
 RESTRICTED	<p>Information that, if disclosed to anyone other than specifically authorised personnel with a business need to know could cause a significant or long- term disruption to the ongoing operation of Victoria University. This impact could be in the form of major or critical financial or non-financial impact or a high level of risk or harm to personnel with a high security impact on Victoria University.</p>	<ul style="list-style-type: none"> • Legally sensitive information & documents such as contracts exchanged with third parties • External audit reports and communication emails/ reports exchanged with regulators • Intellectual property such as academic research information • Student and users medical records/information\ • Critical Incident Management & Planning • Sensitive Research Matters (Defence/IP/Medical/Personal Information) 	