

Data sharing

Keeping our data safe

It is very important that we all take time to think about the types of data we deal with and how we should be handling these different data types. This will ensure we approach data sharing in a consistent way and ultimately ensure our data remains safe.

Four levels

There are four levels of data classification at the University:



You can find further information along with some examples of the levels on the [Guidelines on the University data security classifications](#) webpage.

Step 1: Think of the impact, classify your data

The best way to classify your data is to consider the impact should your data be compromised in some way, for example, inappropriately disclosed, modified or lost. Find out further information about impact ratings on the [Information classifications table](#) webpage.

Step 2: Reduce the risk, handle your data safely

So you have determined which classification level your data falls in, what now? Check out these guidance pages to find out the suitable approaches to sharing your data with those who need access:

- [Guidance for handling Level 3 data](#)
- [Guidance for handling Level 2 data](#)
- [Guidance for handling Level 1 data](#)
- [Guidance for handling Level 0 data](#)



Once you are comfortable with the data classification; have a go at completing an Information Security Risk Assessment (ISRA) using [the guidance and worksheets created by UIS](#).