

# Vrije Universiteit Amsterdam Information Risk Classifications

	Low Risk	Moderate Risk	High Risk
Confidentiality	<ul style="list-style-type: none"> <li>The data is intended for public disclosure.</li> <li>The loss of confidentiality of the data would have no adverse impact on your research goals, safety, budget or reputation.</li> <li>Benign information about individually identifiable people.</li> </ul>	<ul style="list-style-type: none"> <li>The data should be available only to a specific group.</li> <li>The loss of confidentiality of the data could have a mildly adverse impact on your research goals, safety, budget, or reputation of your research group, faculty or the VU.</li> <li>The data contains sensitive information about individually identifiable people.</li> </ul>	<ul style="list-style-type: none"> <li>The data should be available only to a specific group.</li> <li>Protection is required by law/regulation.</li> <li>VU is required to report to the Information Commissioner's office (Autoriteit Persoonsgegevens) and to the individuals if the data is inappropriately accessed.</li> <li>The loss of confidentiality of the data would have a significant adverse impact on your research goals, safety, budget or reputation of your research group, faculty or the VU.</li> </ul>
Integrity	<ul style="list-style-type: none"> <li>Some errors in your data or analysis are acceptable.</li> </ul>	<ul style="list-style-type: none"> <li>Some errors are sometimes acceptable and it would have a mildly adverse impact on your research goals, safety, budget, or reputation of your research group, faculty or the VU.</li> </ul>	<ul style="list-style-type: none"> <li>Errors in data or calculations are unacceptable, as it would have a significant adverse impact on your research goals, safety, health, budget or reputation of your research group, faculty or the VU.</li> </ul>
Availability	<ul style="list-style-type: none"> <li>Loss of the data is no problem as it can easily be reproduced or the process can be postponed.</li> <li>The data can be unavailable up to 1 week</li> </ul>	<ul style="list-style-type: none"> <li>Recovery of data after data loss should not take longer than a week and it would have a mildly adverse impact on your research goals, safety, budget, or reputation of your research group, faculty or the VU.</li> <li>The data can be unavailable up to 1 day.</li> </ul>	<ul style="list-style-type: none"> <li>Loss of data is a disaster and is not allowed to happen at any time, as it would have a significant adverse impact on your research goals, safety, health, budget or reputation of your research group, faculty or the VU.</li> <li>The data can be unavailable for 1 hour only.</li> </ul>

## Examples

Confidentiality	<ul style="list-style-type: none"> <li>VUNet ID</li> <li>Information available on the VU websites without VU-net ID authentication.</li> <li>Some research data (at data owner's discretion), such as a survey about reading habits/an experiment on pattern recognition.</li> </ul>	<ul style="list-style-type: none"> <li>Unpublished research data (at data owner's discretion)</li> <li>Student records and admission applications</li> <li>Staff employment applications, personnel files, benefits, salary, personal contact information</li> <li>Engineering, design and operational information regarding VU infrastructure</li> <li>Project administration</li> <li>Non-public contracts and policies/manuals</li> </ul>	<ul style="list-style-type: none"> <li>Patient records</li> <li>credit card numbers/ bank account details</li> <li>social security number</li> <li>passport/driver's licence number</li> <li>health information/ehealth app</li> <li>intellectual property</li> <li>crime records, court cases,</li> <li>data on sexual behaviour/ illegal drug use</li> <li>passwords</li> <li>big data analysis</li> </ul>
Integrity	<ul style="list-style-type: none"> <li>Research data (at data owner's discretion)</li> </ul>	<ul style="list-style-type: none"> <li>Qualitative and quantitative research data (at data owner's discretion)</li> </ul>	<ul style="list-style-type: none"> <li>Analytics that support management decisions</li> <li>biomedical research</li> <li>high risk chemical experiments</li> </ul>
Availability	<ul style="list-style-type: none"> <li>Publicly available and easily accessible dataset, software, hardware.</li> </ul>	<ul style="list-style-type: none"> <li>Data, software, hardware that is replaceable within a short timeframe.</li> </ul>	<ul style="list-style-type: none"> <li>Patient life support systems</li> <li>(real time) big data analytics</li> <li>Almost finished thesis or finished but unpublished work that will take many hours to redo if lost.</li> </ul>

## Approved Data Storage

	Personal Device	VU-network H:	VU-network G: VU-network project folder	Google Apps VU	VU SQL database*	SURF drive	EDU groups	Portable data storage	Secure USB with PIN	Scistor/ Scicloud
<b>Personal use</b>										
To store your personal files	✓	✓	✗	✗		✓				
<b>Business use</b>										
Low risk data	✗	✓	✓	✓	✓*	✓	✓	✓	✓	✓
Medium availability risk data	✗	✗	✓	✓	✓*	✓	✓	✓	✓	✓
High availability risk data	✗	✗	✗	✗	✓*	✓*	✗	✗	✗	✓
Medium confidentiality risk data	✗	✗	✓	✓	✓*	✓*	✓*	✗	✓	✓
High confidentiality risk data	✗	✗	✓*	✓*	✗	✓*	✗	✗	✓	✓
Available from:	IT	IT	IT	IT	IT	IT	SURF	SURF		IT

\* = requires additional security controls, such as management of user access rights, antivirus & encryption on workstations

## Approved Data Sharing/Collaboration

	VU-network G:	VU-network project folder	Google Apps VU	VU SQL database*	SURF drive	EDU groups	Secure file server	Scistor/ Scicloud	VU outlook email	VU outlook with encrypted attachment	VU Outlook with certificate	SURF filesender with encryption	SURF filesender without encryption
Collaboration within the VU (low risk data)	✓	✓	✓	✓*	✓	✓			✓	✓	✓	✓	✓
Collaboration within the VU (medium risk data)	✓	✓	✗	✓*	✓	✓	✓	✓	✓	✓	✓	✓	✓
Collaboration within the VU (high risk data)	✓*	✓*	✗	✓*	✓*	✗	✓	✓	✗	✓	✓	✓	✗
Collaboration with third parties (low and medium risk data)	n/a	✗	✗	✓*	✓	✓	✓	✓	✗	✓	✓	✓	✓
Collaboration with third parties (high risk data)	n/a	✗	✗	✓*	✓*	✗	✓	✓	✗	✓	✓	✓	✗
Access rights controlled by:	you	you	you	you	you	you	you	you					
Available from:	IT	IT	IT	IT	SURF	SURF	IT	IT	IT	**	SURF	SURF	SURF

\* = requires additional security controls, such as management of user access rights, antivirus & encryption on workstations

\*\*Encryption software at your own discretion

Approved Services Summary			
	Low risk data	Moderate risk	High risk
<b>Personal use</b>			
Privately owned device	✓	✗	✗
VU network H:	✓	✗	✗
<b>Business use</b>			
VU network G:	✓	✓	✓*
VU network P:	✓	✓	✓*
VU Google Apps	✓	✗	✗
VU SQL database/server	✓*	✓*	✓*
Surfdrive	✓	✓*	✓*
EDUgroups	✓	✓*	✗
Portable data storage	✓	✗	✗
Portable data storage with PIN	✓	✓	✓!
Secure file server	✓	✓	✓*
Scistor/Scicloud	✓*	✓*	✓*
VU outlook email	✓	✗	✗
VU outlook email with data in encrypted attachment	✓	✓	✓
VU outlook email with security certificate	✓	✓	✓
Surf Filesender with encryption	✓	✓	✓
Surf Filesender without encryption	✓	✗	✗
* = requires additional security controls, such as management of user access rights, backup, or antivirus & encryption on workstations			
! = not for high availability risk			